DURANGO INTERAGENCY DISPATCH AREA

MOBILIZATION GUIDE

CHAPTER 20 - ADMINISTRATIVE PROCEDURES

Contents

(Chapter does not coincide with the National and Area mob guides.)

ORDERING CHANNELS / COST CODING

All agencies have designated ordering procedures for incident and wildland fire support services. These established ordering channels provide for: Rapid movement of requests, agency review, efficient utilization of resources, and cost effectiveness.
These communications occur between unit and cooperator dispatch offices within the Durango Dispatch Area, adjacent interagency dispatch centers, and the Rocky Mountain Area Coordination Center.
The Rocky Mountain Coordination Center is responsible for coordinating the movement of all resources not covered by local operating plans or other direction found in this guide.
The primary Goals of the dispatch of any resource are: **SAFETY, EFFECTIVENESS and EFFICIENCY.**
Unit Fire Management Officers and Incident Commanders must provide critical size-up information immediately when ordering tactical resources. This will allow quick incident prioritization during times of critical resource needs or competition.
Units within the DRC area of influence will place requests for their resource needs and logistical support through DRC.

DEFINITIONS

Durango Interagency Dispatch Center (DRC) has the authority and responsibility to assign resources directly to an incident, primarily during initial attack and/or extended incident support. DRC is an integrated interagency center. It has responsibility for initial attack and incident support for all units within our area of influence. DRC works directly with our adjoining Dispatch Centers across geographic area boundaries (NM Taos Zone and UT-Moab Dispatch) for initial attack resources and with our RMA neighboring centers (Pueblo and Montrose), for initial attack and incident support, to more effectively obtain closest resources.

TABLE

DRC - **DURANGO INTERAGENCY DISPATCH CENTER** (Southwest Colorado) **units include:**

SJF- USFS & SJD - BLM	San Juan Public Lands
MVP	Mesa Verde NP
UMA	Ute Mountain Reservation
SUA	Southern Ute Reservation
DRS	CSFS District
DRX	DRC Area Counties (San Juan, La Plata, Dolores, Archuleta, Montezuma, Hinsdale, Mineral)

DURANGO INTERAGENCY DISPATCH AREA DISPATCH OFFICE

DURANGO INTERAGENCY DISPATCH CENTER (DRC) dispatches for all participating agencies within the Durango zone. (MVP dispatches for law enforcement within the park from the park headquarters office.)
DRC and the counties are in close coordination with one another for response to fire incidents on state and private lands.

COUNTY COMMUNICATION CENTERS

Initial attack is provided through 911 emergency dispatchers at the County Communications Centers. DRC supports requests from the county resources from either the Communications centers or ground forces direct. The following is a list of the locations of the County Communications Centers and the fire departments and fire protection districts they serve:

A. MONTEZUMA COUNTY The Cortez Dispatch is located in Cortez. Dispatch services are provided for**:**

Cortez Fire District	Mancos Fire District
Rico Fire District	Lewis-Arriola Fire District
Cortez PD	Montezuma County Sheriff
Dolores Fire District	Pleasant View Fire District

B. DOLORES COUNTY The Dolores Dispatch office is located in Dove Creek. If unable to contact Dolores dispatch contact the Cortez Dispatch. Dolores Dispatch services are provided for**:**

Dove Creek Fire District

C. LA PLATA COUNTY The Central Dispatch Communications Center is located in Durango. Dispatch services are provided for:

Ft Lewis Mesa Fire District	Durango Fire and Rescue
Upper Pine River Fire District	Los Pinos Fire District

D. ARCHULETA COUNTY The Archuleta County Dispatch is located in Pagosa Springs. Incident response requests from DRC should be called directly into the Pagosa Fire Department. Dispatch services are provided for:

Pagosa Springs Fire Department	Archuleta County Emergency Services
Archuleta County Sheriff	Archuleta County Road and Bridge

ORDERING PROCEDURES

Orders as the result of an incident, preparedness, severity, wildland and prescribed fire will follow the established ordering channel displayed below. At the point in this flow when an order can be filled, the process is reversed to insure proper notification back to the incident.

INCIDENT or COUNTY DISPATCH
|
DURANGO DISPATCH CENTER
|
NEIGHBORHOOD DISPATCH CENTERS
|
ROCKY MOUNTAIN COORDINATION CENTER
|
NATIONAL INTERAGENCY COORDINATION CENTER
|
GEOGRAPHIC AREA COORDINATION CENTERS
|
etc to local units

Ordering Procedures (See RMA Mob Guide for more detailed procedures).

The following list defines the approved neighborhood for Durango Dispatch Center.

UNIT	MAY ORDER FROM	
DRC	MTC, PBC	NH
DRC	Taos, Moab	IA

The following charts describes resource types, the approved ordering method requires notifications:

IA = Initial Attack – Any Dispatch Center may order Initial Attack resources from adjoining RMA Dispatch Centers.

NH = Neighborhoods - Approved RMA Dispatch Centers neighbors.

RMA = Rocky Mountain Area Wide Ordering – Ordering is approved beyond the RMA Neighbors.

RMC = Place order only to Rocky Mountain Coordination Center

RESOURCE	RMA PL 1-2	RMA PL 3-5
Teams - Area/National	RMC	RMC
Buying Teams, *IMT1,IMT2, FUMT		
Teams - Local	NH, RMA	Depending on local PL's
IMT3, GPC Zone IMT2		
Misc Overhead	NH, RMA	IA, NH
Crews		
Type 1	NH, RMA	IA, NH
Type 2, 2 I/A, FUM	NH, RMA	IA, NH
Supplies/Telecom Supplies	NH, RMK	NH, RMK
Cache Vans	RMC	RMC
NFES – 4000 Series	RMC	RMC
Non-NFES	NH, RMA	NH
PRAWS, IRAWS	RMC	RMC
Equipment		
Engines, Tenders, Rolling Stock	IA, NH, RMA	IA, NH
Aircraft – Rotor Wing		
*CWN - Type 1 & 2	RMC	RMC
CWN - Type 3	IA, NH, RMA	IA, NH
*Exclusive Use – Type 1	IA, NH, RMA	IA, NH
* Exclusive Use - Type 2	IA, NH, RMA	IA, NH
* Exclusive Use - Type 3	IA, NH, RMA	IA, NH
Aircraft -Fixed Wing		
* Airtankers	IA, NH, RMA	IA, NH
* SEATs	IA, NH, RMA	IA, NH
* Lead Planes	IA, NH, RMA	IA, NH
* Air Attack	IA, NH, RMA	IA, NH
* Smokejumpers	IA	IA
* Smokejumper Aircraft	IA, NH	RMC, NH
Aircraft - Services		
TFRs, IR Flights, Portable Towers	RMC	RMC

If there is an asterisk*, a commit message is required.

RMA-wide Ordering

RMA-wide Ordering allows all dispatch centers in the RMA to order resources statused in ROSS directly from one another under certain parameters and rules.

RMA-wide Ordering is utilized only at RMA Preparedness Levels 1 and 2. At Preparedness Level

3, RMA-wide Ordering will be "turned off", and all ordering will be done using traditional neighborhood boundaries and neighborhood dispatching procedures. (See RMA Mob Guide for more details)

MOB Procedures (Mobilization & Demobilization)

See RMA, National Mob Guide and DRC Operations Guide for detailed instructions and examples. Assure the original order number is always used for mob and demob.

MOB PROCEDURES ARE NOT TO BE USED FOR TACTICAL, INITIAL ATTACK MOVEMENT or EMERGENCY RELEASES. All this information will be relayed by telephone.

NON-INCIDENT RELATED ORDERING

Detailed information associated with incident business management (IBM) practices can be found in the Interagency Incident Business Management Handbook. If you have specific IBM questions please contact DRC or contact an IBM person.

The following provides a brief summary of information relevant to specific "non-fire" (not an actual going fire) responses.

Preparedness / Pre-suppression

To place a resource on a Preparedness Order requires approval from the resources home unit. Preparedness orders are not covered under emergency provisions. Overtime requires an authorization; a fire code may not be used.

Preposition To be a preposition order, there must be "eminent threat", the situation constitutes an emergency; emergency provisions apply. (A fire code is used.)

Severity. Each agency will have specific information about requesting, activating and processing accounting information for severity. Severity funds are used to increase the level of fire suppression capability and preparedness when predicted or (when) actual burning conditions exceed those normally expected due to severe weather conditions. Severity funds must be requested through individual agencies and authorized BEFORE use. Since these funds are not EMERGENCY funds but an authorization to provide more pre-suppression resources, none of the special EMERGENCY provisions, such as pay, travel, or R&R, apply. USFS resources going to another agency or state will charge all expenditures to a reimbursable management code established by sending unit. DOI does not require reimbursement when resources are activated for another Federal Agency.

Consistency in Use. Severity is similar to a detail and should be managed as such.

- Severity requests are processed using the National Detail Request Form.
- Units should plan on providing established days off (subject to fires)
- 6 days on 1 day off.
- 10 hours/day (minimum)
- 28 day assignment or as noted on detail request form

- Resources requested under a fire number and prior to reassignment to severity must go through detail/resource order process. Sending area/unit must agree with the pre-positioning.
- Area Coordinator will monitor days off when large scale pre-positioning of resources occur. Coordinator will ensure a balance in overall coverage.

NON-FIRE INCIDENT Funding

Funding between Federal Agencies is done by using a "Reimbursement or Advance of Funds; "An Agreement between Federal Agencies" form.

FIRE COST CODING DRC Fire Payment / Management Code Information (2/2011)

Resource Order Numbers will contain the:

State code – Jurisdiction Unit ID - DRC Incident Action Record Number
e.g., CO-MVP-001

If the Resource Order is not for a wildfire, the order number will contain a "1000 number"
See the "DRC Project Order Number Assignment" list located in the DRC Charge Code book.
e.g., CO-MVP-1000

2011 FireCode (*See Firecode Charts for more detailed information.)*

- Fire codes generated on the weekends will not be entered into the system until the first business day.
- Only the DRC staff will assign Fire codes.
- The term "Fire code" represents a 4 character alpha numeric computer generated accounting code.
- A Firecode will be assigned to each incident according to land ownership.
- Note that all agencies will use the same incident assigned 4 character Firecode, placed appropriately within their agencies accounting string.
- All USFS pay codes will have an associated override code to be used on all timesheets, travel vouchers, ACCESS, etc. (San Juan NF override code **0213**.)

Each incident on DOI lands receives a unique Firecode.

ABCD San Juan NF Fires – 1 Firecode represents all A thru D (.1 to 299 acres) size class fires. Use this code for actual fire suppression costs on fires that have no chance of being a reimbursable/billable fire or no potential for going over 299 acres and False Alarms. **(WO Direction).** USFS - All fires over 299 acres, or any fire with the possibility of being reimbursable or cost-share will be given a unique Firecode.

USFS will prefix Fire codes with an incident agency code, as follows.

USFS - Fires Preface with "P_ " (_=Region #)
BLM - Fires Preface with "PD"
BIA - Fires Preface with "PA"
NPS - Fires Preface with "PP"
FWS - Fires Preface with "PR"
State - Firecode Preface with "PN"

Support Orders: A Fire code has been assigned to Dispatch and San Juan Forest to track support resources. No unit support orders exists for other units. Fire code assigned to wildfires or severity are to be used by units for support of on-going fire activities *and stand-by*.

DRC Support is used by DRC for internal DRC support resources, DRC admin and incident logistical area support (e.g., investigation teams, aviation teams, dispatchers, and drivers), however; the fire code is for SJF Support.

Severity Codes – These codes must be authorized prior to use.

DRC AREA COUNTY COOPERATOR REIMBURSEMENT PROCEDURES

All cooperator requests for reimbursement will be sent to the Durango CSFS office within 30 days after the incident resources are released. The CSFS state office will attempt to make payment as soon as possible after receiving the invoice. All requests for reimbursement are required to have proper documentation supporting expenses before the process for payment can be completed. This documentation must include:

1. **Letter from the FPD/County on department letterhead** requesting payment for ___hours at $__ /hour on Type __ engine, VIN# or License Plate . Include the incident name, fire number, and any associated Federal Management Code numbers (i.e. "P" or "F' codes) in the letter
2. **Emergency Equipment Use Invoice(s)** signed by the incident Finance Section. Must be original pink copy.
3. **Rental Equipment Use Record (Shift Tickets)** signed by the incident to verify hours; does not have to be the original.
4. Copy of the **Cooperative Resource Rate Form** with the above equipment highlighted.

FY 2011 DURANGO DISPATCH AREA ESTABLISHED FIRECODE CHART *(10/13/2010)*

CODING TYPE	BLM – SJD *USFS code PD (1502)*	BIA –UMA *USFS code PA (1502)*	BIA – SUA *USFS code PA (1502)*	NPS – MVP *USFS code PP (1502)*	USFS - SJF ***USFS code*** *P2* Firecode & Override 0213
Fire Suppression	1 Firecode per Fire **LF20000SP HU0000** **LFSPxxxx0000** (x = firecode) **LLCOccc000** (c = office org)	1 Firecode per Fire 92310-	1 Firecode per Fire 92310-	1 Firecode per Fire P11-	All A-D SJF fires - Firecode **P2 EKU7 *0213*** Unique Firecode per E +,Human, riembrsable/billable or IMT1,2,or 3 Fires USFS Firecode Preface with "P2 "(2=Region #) BLM fires - Firecode Preface with "PD" \ BIA fires - Firecode Preface with "PA" \ ***1502*** NPS fires - Firecode Preface with "PP" | State fires - Firecode Preface with "PN" / Fires on Fed Non-NWCG lands --- "PF" / Firecodes assigned by NICC - "PW"
Support Order Codes	**SJD *None, use SJF code***	**UMA None, use SJF code**	**SUA None, use SJF code**	**MVP None, use SJF code**	**SJF P2 EK4R 0213 (SJF)** **Region 2 FY09 Staging (Use by all R2 Forests)** **P2 EK4R 0231** (RO)
False Alarm Response	**SJD FW9T**	**UMA FW9U**	**SUA FW9V**	**MVP FW9W**	**SJF False Alarm** Use A-D SJF fires Firecode **P2 EKU7 *(0213)***
Severity (Area or National Office) **Assisting other DOI** **BLM Assist to FS**	**Prior approval required** For CO **State Office** **LLCO910000** **LF20000ST.HT0000** **L.F.SR.D0YH0000** (See **list for other states)** **Use their Firecode #** **LLCO910000** **LF20000SR.HT0000** **L.F.SR.D0YY0000**	**BIA-NIFC FireCode** assign 1 per BIA Unit upon approval. **Severity Support** SWA – BIA To **USFS**	**BIA-NIFC FireCode** assign 1 per BIA Unit upon approval. **Severity Support** SWA – BIA To **USFS**	**Regional FireCode** assigned at the time of Severity request approval. An all alpha or numeric code. **IMR Severity Support** **IMR will assign as needed**	**Prior approval required** **Region 2 - S21111 0213** **National - S29999 0213** **Severity Support to DOI**:Code **Override 1502** **BIA S70001, BLM S70002,** **FWS S70003, NPS S70004**
BAER	**CSO approval required** 2822 Stab – the FireCode 2881Rehab – State Code	Stab. – the FireCode **NIFC approved** Rehab –NIFC PCAS #	Stab. – the FireCode **NIFC approved** Rehab –NIFC PCAS #	E13 Stab. – the FireCode **RMR approval required** B11 Rehab –Region Code	**Prior RO approval required** BAER Assessment **H2BAER 0231** (R2) **DOI Code for** BAER Assessment _____ BAER Implementation **H2*xxxx*** *(notify ASC)* Firecode + Region/Unit Override Code
AD / EFF Training/WC	National Code **AZA1** NPS/BLM/FWS/BLM	National Code **AZA1** NPS/BLM/FWS/BLM	National Code **AZA1** NPS/BLM/FWS/BLM	National Code **AZA1** NPS/BLM/FWS/BLM	Regional **WFSUAD 0231** (R2)
MISC Direction	➢ **USFS must always have an override code attached to fire time and travel. Use the Override code of the incident region/ unit ; 1502 for all non-FS fires** ➢ **FEMA incidents - Firecode is not used by any agency. Federal agencies charge Base 8 to operations code (USFS = WFSU account) and overtime charge to the FEMA Reimbursable code. (USFS - F_ code & the incident region # and override).**				

FY 2011 FIRECODE CHART *(10/13/2010)*

CODING TYPE	BLM *USFS code PD (1502)*	BIA *USFS code PA (1502)*	NPS *USFS code PP (1502)*	USFS *USFS code P_ (_=Region #; x=Firecode)*
Fire Suppression	1 Firecode per Fire **LF20000SP HU0000** **LFSPxxxx0000** (x = firecode) **LLCOccc000** (c = office org)	1 Firecode per Fire 92310 -	1 Firecode per Fire E11-	**Override is FS Incident region & unit** 1 Firecode /forest for A-D USFS fires (unless reimb/bill) Unique Firecode per E +,Human, reimbursable /billable or IMT1,2,or 3 Fires USFS Firecode Preface with "P_ " (_=Region #) BLM fires - Firecode Preface with "PD" \ BIA fires - Firecode Preface with "PA" \ ***(1502)*** NPS fires - Firecode Preface with "PP" | State fires - Firecode Preface with "PN" / Fires on Fed Non-NWCG lands --- "PF"/ Firecodes assigned by NICC - "PW"
Severity (USFS only, does not use Firecode	**Prior approval required** **CO State Office** **LF20000SP HT0000** **LFSPxxxx0000** **LLCO910000** **????** (x = firecode) **BLM Assist to FS Severity** **See Specific Sate Codes**	**BIA-NIFC FireCode** assign 1 per BIA Unit upon approval. **Severity Support** An Area support code is created, 1 for USFS All DOI uses FireCodes	**Regional code** assigned at the time of Severity request approval. An all alpha or numeric code. **IMR Severity Support:** IMR will assign as needed	**Prior approval required** Regional - S_1111 + Region/Unit Override National - S_9999 + Region/Unit Override **Severity Support to DOI**: Code **WO Override 1502** BIA S70001, BLM S70002, FWS S70003, NPS S70004
Staging Code	*Use Unit Severity or Support Codes*	*Use Unit Severity or Support Codes*	*Use Unit Severity or Support Codes*	**Regional FY08 Staging (Use by all Forests in that region)** Regional Override Code **DOI Code for R2 Staging** ____
BAER	**CSO approval required** 2822 Stab- the FireCode 2881Rehab-the FireCode	Stab. – the FireCode **NIFC approved** Rehab –NIFC PCAS #	**RO approval required** E13 Stab. - Region Code B11 Rehab – Region Code	**RO approval required** **BAER Assessment** "H_ BAER" + Region Override Code **DOI Code for** _____ **BAER Implementation** *(notify ASC)* H_xxxx Firecode + Region/Unit Override Code (If Incident was originally coded as DOI & 1502 but USFS lands were involved and need rehab, Use H_xxxx -Firecode + affected Region/Unit Override Code
AD / EFF Training/WC	NIC assigns for the BLM	BIA-NIFC will assign for each BIA regional Office	NIC assigns for the NPS	Regional - P_xxxx **Regional** Override Code (_=Region #; x=Firecode)
MISC Direction	➢ **USFS must always have an override code attached to fire time and travel. Use the Override code of the incident region & unit or 1502 for all non-FS fires** ➢ **FEMA incidents - Firecode is not used by any agency. Federal agencies charge Base 8 to operations code (USFS = WFSU account) and overtime charge to the FEMA Reimbursable code. (USFS - F_ code & the incident region # and override.**			

RESOURCE AVAILABILITY AND TRACKING

DRC will work with the units within the area, daily to collect resource availability and commitment information.
DRC required reports are: the "Morning Resource Status Report" and "Daily Situation Report".
Resources dispatched both internally and externally shall be tracked using the Chief of Party guidelines (See NMG Chapter 60) A chief of party will be assigned to each group of resources dispatched either by air or ground.

OVERHEAD AVAILABILITY TRACKING

Red carded individuals are required to report their availability status for incident assignments in order to be considered for a dispatch to an assignment. Agency FMO (or designee) is responsible for the collection and notification of resources' availability status to their appropriate Dispatch Centers.
At a minimum, Resource Availability Reports must include the resources' name, unit, qualification/trainee positions, geographic availability (local, area, or national).
Resources must approve their availability with their appropriate supervisors.

DISPATCHED RESOURCE ROTATIONS

(i.e., engines, handcrews, resources grouped by a single request number)
Sending and receiving units will be responsible for arranging travel and swapping, and for initiating .mob information about crewmember rotations. Information will be passed through normal dispatch channels to keep GACC's informed.

OVERHEAD/CREWS

AVAILABILITY and QUALIFICATIONS LIST - DRC will first use the availability list and then the overhead qualifications listing.

ALL QUALIFIED PERSONNEL HAVE THE RESPONSIBILITY TO KEEP THEIR DISPATCH CENTERS INFORMED OF THEIR AVAILABILITY.

MOBILIZATION

"ON CALL", "ALERT", AND "ON STANDBY" status shall be interpreted as follows:

"ON CALL"

a. Not considered to be in pay status.
b. Personnel "On Call" status shall have their individual fire packs in close proximity to their person at all times.
c. Personnel in "On Call" status are responsible to keep their respective dispatch office currently advised as to their movements and how they may be contacted.
d. The hours designated to be on call status such as 2, 8, etc., are the number of hours the individual shall have to report to an airport for pick-up or to be enroute via ground transportation to the fire area.

"ALERT"

a. Not considered to be in pay status.
b. Prior notification that a situation is/may be developing that will require activation of resources.
c. "Alert" will remain in effect until notified otherwise.

"ON STANDBY"

a. Resource is at a specific designated location awaiting assignment.
b. Time eating and sleeping is not considered in pay status.
c. Notification of standby status for overhead teams shall originate from the Rocky Mountain Area Coordination Center.
d. Only unusual or extreme circumstances would require a request for "standby" status

INCIDENT DEMOBILIZATION PLANNING

Planning for demobilization shall begin while the incident is being mobilized.
Communications for demobilization shall be through established dispatch channels.
The demobilization plan will be distributed to the Unit and dispatchers,
and the RMC 24 hours prior to any releases.
Resources will be released off their original order numbers.
Incidents and dispatch will collect accurate **demob information** on all resources.
To include:

-**Resource name**
-**transportation** (ground or air, own or needed)
-**other qualifications**
-Date and time resources released
-Pick-up point
-resource order numbers (current and original)
-**Initial mob date**
-Re-assignable or not
-Date and time resource is available to travel

Grouped resources, such as several crews from a location requiring air transport (i.e., Southern Area crews requiring a NIFC jet), will be kept together or utilized flexibly by incidents so as to accommodate effective and efficient mobilization and demobilization of resources.
Incident Management Teams will demob through dispatch channels; dispatch will assure the timeliest and cost effective method is utilized.
Mob Center or Staging Areas will be considered when multiple fires or excessive resource needs are anticipated.

Incident Release Priority Guidelines.
The following release priorities shall normally apply for a single incident within DRC unless otherwise notified:

a. **Crews**:
1. Any crew with 10 to 14 days without days off.
2. Out of area agency regulars (Type 2).
3. Area agency regulars (Type 2).
4. Out of area Hotshot crews (Type 1).
5. Organized crews both out of area and in area (Type 2)
6. Area Hotshot crews (Type 1).

b. **Helicopters**:
1. CWN or rental agreement.
2. Within area helicopters required for initial attack at home unit due to fire activity or potential thereof.
3. Out of area contract helicopters.
4. Within area contract helicopters not required for initial attack.

c. **Radios**:
1. Assemble National Fire Cache Radio Command & Logistic Systems and ship to Denver or Boise via air freight or charter aircraft as soon as possible. Coordinate with Dispatch Center and Area Coordination Centers on transportation.
2. DO NOT hold radios on Unit; they must be returned to cache for refurbishing For the next fire.
3. RMC radio cache, if on same fire as NIFC System, may be retained for mop-up and sent to RMK for refurbishing.

d. **Fire Cache Equipment and Supplies**:
1. Local unit cache items
2. Local cooperators cache items
3. Dispatch Center cache items
4. RMC cache items
5. Out of area cache items

e. **Water Tenders or Engines**:
   1. Local unit's need for initial attack.
   2. Local cooperators and other units needed for initial attack.
   3. Out of area engines.
   4. Local cooperator and other units not needed for initial attack.
   5. Local units not needed for initial attack.

f. **Heavy Equipment**. Same release as in "e" above. National Guard equipment should be released as soon as local resources can handle or replace National Guard equipment. National Guard equipment will not be held for mop up assignments.

g. **Overhead**. Overhead releases shall be as required by the incident management team and the local unit's needs. Strive to consolidate overhead in groups of common destinations.

CREWS (See Chapter 60 for crew listings)

Whenever possible it is preferred those crews are dispatched with their own transportation that can stay with them; however, it is ultimately the requesting units decision to order what they want and for when.

DRC requires a crew manifest prior to crew departure. When mobilizing crews outside their respective dispatch centers, RMC requires a crew manifest within 2 hours after mobilization.

Total crew weight may not exceed 5300 pounds. Weight limitations for crews will be stringently adhered to. Specifically, in order to keep crew weights within established limitations:

1. Canteens are to be emptied before boarding aircraft.
2. All crews will be weighed at their departure points; gear will not exceed established limitations.
3. Each person on the crew must have a photo identification card.
4. All commercial airline rules will apply when utilized.

Crews will be ordered by type; three types exist for National or Interagency assignments. They are Type 1, Type 2, and Type 2 with initial attack capability. (Refer to Chapter 60, for minimum crew standards for national mobilization.)

Interagency Crew
The San Juan Public Lands (SJPLC), Mesa Verde National Park (MVP), Southern Ute Agency BIA (SUA), Ute Mountain Ute Agency BIA (UMA), Colorado State Forest Service (CFS), and county cooperators (DRX) agree to participate in an Interagency Type II IA Handcrew. The following guidelines and components outlined in this document will be adhered to by all agencies. The crew name is: ***Durango Interagency Type II IA Hand Crew and herein after will be referred to as the crew***.

Crew Operating Guidelines (COG) will be reviewed annually by the participating agencies to ensure compliance with their agency policies. The Durango Interagency Operations Committee and the Durango Interagency Coordinating Group will approve annually at the spring operations committee meeting.

Availability
The crew will be listed as available for local, regional and national assignment from **May 8, 2011** until **September 24, 2011**. The crew will not be removed from available status without the majority consensus of agencies participating in crew components. Discussion on crew availability will occur on the Monday morning conference calls. Each responsible agency will provide information for employee availability on the crew.

Notification of Crew Order
Durango Interagency Dispatch Center (DRC) will list the handcrew as available in ROSS. DRC will provide any "Heads-up" notification of a potential resource order if the Rocky Mountain Coordination Center (RMCC) has notified the dispatch centers. Participating agencies will be expected to respond at the time of an order. DRC will notify agency contacts by phone that a crew resource order has been received. Once an official resource order has been received by DRC, each unit will have 45 minutes to respond to the initial request for crew members. After 45 minutes, the crew will be filled with any available crewmember regardless of unit. Every attempt will be made to follow the Crew Boss rotation schedule, but final decisions will be made by the San Juan Public Lands Duty Officer.

Crew Typing
The crew will be configured and listed in ROSS as a Type 2 IA Crew.

Standard Crew Components:

The following positions are to be the standard crew structure:

- Crew Boss (1 CRWB).
- Crew Boss Trainee (1 CRWB (T) optional).
- Crew Foreman/Alternate Crew Boss (optional position, CRWB (Q)).
- FFT1/ICT5 (3)
- Sawyers (3) (*See Faller/Sawyer section*)
- Firefighters (the balance of the remaining 19-22)

60% of the crew must have one season of experience.

Agency commitments for the Durango Interagency Crew (*May be adjusted at time of dispatch*):

Mesa Verde National Park	3
Columbine District	3
Dolores District	4
Pagosa District	3
Ute Mountain Ute Agency	2
Southern Ute Agency	2
Cooperators and/or AD's	Up to 5 cooperators or AD's may be used to fill out the crew
	19-22 (Crew Boss and Crew Boss trainees are included in the totals)

During Monday morning conference calls, each unit will give numbers and names of individuals available with the crew (See Appendix A for blank Crewmember List by Unit). Units unable to meet their crew commitment should contact Durango Dispatch Center at 970-385-1324 as soon as possible. DRC will advise the other cooperators to assist in filling remaining crew components.

Crew Bosses

Crew Bosses for the crew will be determined by the unit FMO's pre-season. A specific rotation will be developed by the Operations Committee pre-season. The Crew Boss rotation will be as listed on the DRC web page under Durango Resources, Durango IA CRWB rotation. The rotation will be for one week starting at 0001 every Sunday, and ending at 2400 the following Saturday. The assigned Crew Boss needs to confirm assignments within 45 minutes; otherwise, a replacement will be made. Crew Bosses will be required to find their own replacements if unable to fulfill their assigned rotation.

Crew Boss Listing	Unit	Crew Boss Listing	Unit
Robert Dodgen	DOL	Jesse Jones	PAG
Wes Gaddis	DOL	Scott Dehnisch	COL
Keith Krause	MVP	Howard Richards, Jr.	SUA
Jesse Ramirez	SUA	Rawley Holiday	UMA
Casey Rosenberg	UMA		

Crew Boss Trainees

Any time the crew is dispatched, an effort will be made to assign the Crew Boss Trainee listed on the rotation during the time frame in which the crew goes out. However if he/she is not available this will not prohibit the dispatching of the crew on a fire assignment.

Crew Boss and Crew Boss Trainees assigned to Durango Interagency Crew may not accept other fire assignments when deployed with the crew.

Crew Boss Trainee	Unit	Crew Boss Trainee	Unit
Brad Pietruszka	DOL	Chris Robertson	DOL
Mike Bryson	DOL	Bryce Paul	DOL
Michael Vega	COL	Kenny Wehn	SUA
Jason Petruska	UMA	Darrel Yazzie	UMA
Mike Spink	MVP		

Crew Boss Alternate Trainees

The following is a list of CRWB (T) individuals who, due to their duties on their home units, cannot be listed on the Crew Boss Trainee rotation, but may be available to mobilize with the Crew.

Name	Unit
Wes Crider	COL
Nate Christiansen	SJIHC

Crew Boss Rotation

Dates	Crew Boss	Crew Boss Trainee
May 8-14	Jesse Jones	Brad Pietruszka
May 15-21	Keith Krause	Bryce Paul
May 22-28	Scott Dehnisch	Chris Robertson
May 29-June 4	Jesse Ramirez	Mike Bryson
June 5-11	Howard Richards	Mike Spink
June 12-18	Wes Gaddis	Kenny Wenn
June 19-25	Robert Dodgen	Mike Vega
June 26-July 2	Jesse Jones	Jason Petruska
July 3-9	Keith Krause	Darryl Yazzie
July 10-16	Scott Dehnisch	Brad Pietruszka
July 17-23	Jesse Ramirez	Chris Robertson
July 24-30	Robert Dodgen	Mike Spink
July 31-August 6	Wes Gaddis	Kenny Wehn
August 7-13	Howard Richards	Mike Bryson
August 14-20	Jesse Jones	Bryce Paul
August 21-27	Keith Krause	Mike Vega
August 28-September 3	Scott Dehnisch	Jason Petruska
September 4-10	Casey Rosenberg	Brad Pietruszka
September 11-17	Rawley Holiday	Mike Vega

FFT1's and ICT5's (Squad Leaders)
Each crew will have 3 FFT1/ICT5's as squad leaders. All units are expected to supply FFT1/ICT5 qualified individuals for dispatch, as well as trainees. Final decision over squad leaders rests with the Crew Boss. Squad leader trainees will be identified and documented on the crew manifest by DRC.

Fallers/Sawyers
A minimum of three fireline qualified faller/sawyers (FALA) will be assigned to each crew; one will be carded as FALB at a minimum and have no other assigned collateral duties.

Emergency Medical Technician (EMT)
Having an EMTB with each crew whenever possible is highly desirable, but this position is not a required component.

Crew Manifests
The crew boss will supply the following information to Durango Dispatch Center on the Crew manifest: name, position, agency & home unit, flight weight, vehicle make, and vehicle license plate number (See Appendix B for blank Crew Manifest).

Mobilization Time
The crew will meet the national standard for mobilization of a Type II IA crew. This is 4 hours from time of notification by RMACC to assembly at the designated departure point.

Mobilization Method
The crew will either fly or drive. Agency Owned Vehicles (AOV's) will be used, except if the crew flies, then rental vehicles are acceptable. AOV's will be drawn from a pool supplied by the cooperating units. The preferred organization for crew transportation is four six-packs and one extended cab pickup.

Designated Departure Point
The crew will assemble all of its members at Durango Dispatch Center. Individual agencies may coordinate their components at other assembly points before all agencies assemble at the designated departure point. All components are expected to arrive at the departure point fire ready and ready to travel.

Designated Disbanding Point
The crew will disband all of its members at the original departure point, or from most efficient location, upon return from any fire assignment. It is expected that the Crew Boss, Crew Boss Trainee and foreman will hold a formal After Action Review (AAR) with the crew. In addition, the Crew Boss, Crew Boss Trainee and foreman will meet with Unit duty officers to discuss any issues good or bad that may have occurred during the fire assignment. No individuals will be allowed to depart from this location if they are unable to return to their designated duty station before 2200. Motel rooms will be secured for those individuals for the night and then allowed to return home the following day. Each unit will designate a Chief of Party (COP) who will be responsible for notifying dispatch of their travel plans and ETA and ATA.

OPERATING GUIDELINES

Standard Crew Equipment Requirements
Each crew member is expected to come equipped with line gear, personal gear pack, and sleeping bag ready for fire line assignment up to 14 days (Excluding travel). Required line equipment is as follows:

Current Red Card	Headlamp with batteries	Photo ID
Standard size PG (red) bag	Fireline Pack	Sleeping bag/pad
Nomex fire shirt	Nomex pants	Fire Shelter
Tent	T-shirts, socks, underwear	Leather Gloves
Ear protection	6-1 qt. canteens (minimum)	Safety Glasses/Goggles
All leather, lace-up boots, 8" or taller with heavy lug rubber soles		

Line gear and personal equipment must meet the following guidelines:

- Maximum weight for line gear and personal pack is 65 lb.
- No items are to be attached to the outside of packs
- Fire clothing and boots will be worn from point of departure to assignment during travel

Radios: Each agency will furnish its overhead personnel (Crew Boss, Crew Foreman, Crew Boss Trainee, and Squad Leaders) with programmable radios. A minimum of five radios should be taken to ensure good inter-crew communications. These radios should be programmed with the BLM work frequency of 169.275 (DRC TAC2), and should be the primary travel frequency.

Chainsaws: Saws are provided for the crew from the Durango Crew cache at the time of dispatch. On assignments where the crew is being flown out from the home base, saws must be shipped to the destination (ie. UPS/FedEx).These saws will be cleaned and refurbished upon return to the cache after any fire assignment. The Crew Boss may delegate this task to any willing unit, provided the chainsaws are back in the cache within 48 hours of return from assignment.

Meals and Water: Crew members are expected to pay for their own meals during travel. Upon return, travel vouchers will be filled out by their respective agencies. Before being demobed from an incident, the Crew Boss should make meal and/or lodging arrangements with incident personnel, for the time the crew is in travel status. At a minimum, the crew should be double lunched.

First Aid Kits: 2 10-Person first aid kits, at a minimum, will be sent with each crew dispatched.

Hardhats: Black hardhats are available in the Crew cache. Their use is at the Crew Boss' discretion.

CREW BOSS AND CREW BOSS TRAINEE RESPONSIBILITIES

The Crew Boss is responsible for the management, organization, and safety of the crew from the time of dispatch until the return of the crewmembers back to their duty station.

Crew Briefing

It is mandatory that the Crew Boss and Crew Boss Trainee present a briefing to the crew prior to departure which includes:

- Details of the assignment.
- Logistics including transportation method and travel plans.
- Crew organization and squad assignments.
- Review supplies, line gear and equipment.
- Collection of taskbooks to be evaluated.
- Confirmation that red cards and photo ID's are in possession by all.
- Review health and welfare issues.

Evaluations

The Crew Boss is responsible for completing an evaluation of the Crew Boss trainee and ensuring a crew evaluation is received from their fireline supervisor before leaving the incident. These evaluations, and copies of, will be submitted to hosting unit FMO's upon return to Durango.

The Crew Boss trainee will be responsible for completion of evaluations of squad leaders.

Time Sheets

The Crew Boss is responsible for submitting completed and signed documents for their crew throughout the duration of the assignment. Crew Time Reports and Emergency Firefighter Time Reports (OF-288) will be completed; each individual will receive a copy of their FTR.

Incident Resupply
Supply numbers must be obtained prior to demobilization from an incident to replace supplies used on incidents. Durango Dispatch is available for help purchasing provided that supply numbers are assigned from the incident.

Disciplinary Action Procedures
If any inappropriate behavior occurs while the crew is mobilized, it is the responsibility of the Crew Boss to take immediate steps to insure that the actions cease. If the behavior is serious enough to warrant an individual's demobilization or legal actions, DRC must be notified along with the appropriate personnel on the incident. DRC will then notify the involved cooperative agency; specific details of the actions must be documented accordingly.

Appendix A

Durango T2IA Crewmember List By Unit					
Dates Valid:		**Is Crew Available?**			
Name	**Qualifications**	**Unit**	**More than one season?**	**Purchase Card w/ crew option?**	**Chief of Party/Unit**
Vehicle(s) Available Identifier (ie. DOL-IA-51)	**Type (6-pack, SUV, etc.)**	**Transmission (Auto/Manual)**		**Four Wheel Drive (Y/N)**	
				Y	
				Y	
				Y	
				Y	
				Y	
				Y	

Each unit should fill out this form prior to discussion on the Monday morning conference calls. Following the call, this form is to be faxed to Durango Dispatch immediately.

Appendix B

Durango T2IA Crew Manifest						
Date:						
Name	Position	Qualified (Q)/ Trainee (T)	Agency and Home Unit	Flight Weight	Vehicle Make/ Model	License Plate #

Crew flight weight must be less than 5300 pounds.

OPERATIONS

A. Fire personnel are required to have their fire shelters readily available while on the line. The Crew Boss will ensure fire shelters are in external and easily accessible pouches and that packs are worn at all times.

B. It is up to each and every individual to assure the safety of themselves and fellow crewmembers.

GENERAL

A. An annual DRC board and Crew Boss meeting will be scheduled. The purpose of the meeting will be to develop the Crew Boss and Crew Boss trainee roster and rotation, crewmember participation from each agency, to incorporate specific elements into the crew plan, and to discuss issues and expectations.

SMOKEJUMPERS
Rocky Mountain Area has a contingent of 12 Smokejumpers and one aircraft, normally located at Grand Junction Base from approximately June 1 through September; however, smokejumpers may be ordered at anytime. DRC does keep smokejumper packs here as reinforcement to incoming jumpers.
Smokejumpers are available with Paracargo, EMT, Air Attack and IA Command capability.
They are a primary Initial Attack tool and will be managed accordingly.
Booster reinforcements of Smokejumpers will be ordered by RMC.
IA orders for Smokejumpers are done on an Overhead Resource Order.

HELICOPTER MODULES
RMACC requires that a Helicopter module must be attached to all CWN helicopters used on interagency incidents within the RMA. CWN helicopters and modules will "marry up" **prior** to going to an incident. Identify a specific location (i.e., airport, FBO, etc).
Call When Needed (CWN) helicopters will be managed by qualified modules. Managers must be qualified as a Helicopter Manager Call When Needed (HCWN). (Reference interim NWCG direction)

TYPE 1 LIMITED	:	Manager only
TYPE 1 STANDARD	:	Manager and four crewmembers
TYPE 2 STANDARD	:	Manager and three crewmembers
TYPE 2 LIMITED	:	Manager only
TYPE 3 & 4	:	Manager and two crewmembers

If the intended use is for initial attack the HCWN request must specify a fitness level of arduous. Any other qualification requirements (ICT4, etc.) must also be specified.
When CWN personnel/modules are required to arrive with module specific equipment (flight helmets, radios, etc.) must be specified at time of request.

COMMUNICATIONS COORDINATION
See the Durango Interagency Dispatch Center Area Communications and Frequency Guide for detailed information. DRC will assign appropriate frequencies to incidents/areas as needed.
Additional AM frequencies can be obtained from FAA by placing an "A" request (Aircraft Order) through dispatch channels.
Frequency management and programming authority are the responsibility of unit fire management officers in conjunction with unit telecommunications managers. Suppression personnel should not be expected to provide these functions or capabilities.

INCIDENT MANAGEMENT TEAMS

INCIDENT TRANSITION INFORMATION. TRANSITION FROM SMALL TO LARGE FIRE
Things to think about between fire escape of initial attack and arrival of qualified overhead with reinforcements
Indicators that should trigger the likelihood of a fire escape and a need to request help:

Any indicator or combination of indicators could be reason for the local line officer, fire program manager, or incident commander to re-orient fire strategy and tactics from initial attack and control to extended attack and transition to large fire organization. (There could be more indicators based on local and regional conditions.)
* Initial attack efforts are not working.
* Fire is growing more rapidly than line work is progressing. Frequent short crown fire runs are occurring.
* Significant spotting and torching are occurring.
* No beneficial break in the fuel continuity available.
* Early in the burning period with several hours of daylight remaining.
* Unstable weather and/or strong winds predicted.
* Adequate reinforcements are not available or will take a long time to arrive.
* Fire personnel are getting tired.

* Other fires in the area appear to have priority over yours, therefore retardant, helicopters, smokejumpers, etc. are not available.

PROMPTLY SIZE UP THE FIRE POTENTIAL AND GIVE NOTIFICATION TO THE DISPATCHER OR LINE OFFICER THAT THE INITIAL ATTACK IS NOT WORKING AND LONG-TERM REINFORCEMENTS ARE NEEDED.

* Do not worry about requesting too many resources or reinforcements as they can easily be canceled or turned around if conditions improve and fire is contained.

REORGANIZE AND CONSOLIDATE RESOURCES AROUND THE FIRE TO ESTABLISH REALISTIC OBJECTIVES

* Review the 10 Standard Orders and Situations That Shout Watch Out.
* Tighten your control and ensure close communication with one another.
* Ensure that everyone is working within their span of control and on do-able tasks with realistic objectives targeted for the next 6-12 hours.
* Double check the weather forecasts and considers the local climatologically patterns (I.e. certain areas that are usually breezy about 4pm to 6pm, humidity usually drops until about 8pm, significant increase in %RH by midnight.)
* Document fire intelligence information relative to fire behavior, fire size, fire potential, fire suppression resources, fire camp and logistical considerations and relay to the dispatch center, this will be vital to Wildland Fire Decision Support System (WFDSS). Include known situations that could affect a tactical decision such as the following: threatened structures, wilderness, natural fire barriers, suppression barriers, difficult fuels or safety hazards, extreme weather, etc.

REORGANIZE THE INITIAL ATTACK PEOPLE AND EQUIPMENT TO ESTABLISH AN ANCHOR OR SAFE STARTING POINT FOR THE REINFORCEMENTS TO BUILD ON.

* Remember you are not in this alone and your primary concern will be the safe effective management of the resources on the fire.
* Slow things down from the IA pace and establish a rate of work that you can sustain for 12 or more hours.
* Encourage respectful interaction between people working together
* Ensure that all new arrivals get a briefing as to expected weather/fire behavior, safety hazards, location of other fire personnel and equipment and overhead, communications, geography and objectives.
* Initiating WFDSS and the long term resource mobilization requests will usually be accomplished with the local agency fire management people
* Plan on fire lying down after midnight; prepare and position all reinforcements for aggressive action when the fire activity drops off.

THINGS FOR THE LINE OFFICER TO CONSIDER IN PREPARATION FOR AN EXTENDED ATTACK

* Complete the Wild Fire Decision Support System (WFDSS).
* Ensure that the right resources are being requested.
* Define priorities for protection.
* Identify logistical needs.
* Identify fire camp location with alternatives.
* Identify and mark travel routes, and if there are right of way problems.
* Ensure public notification, including local governmental entities. Sheriff, county manager or commissioners, state officials, local fire suppression forces, including volunteer departments.
* Identify water sources, are they available, who controls.
* Recruit appropriate personnel for purchasing and agreement administration for the following equipment, transportation, food, water, etc.
* Identify location, time and who will conduct the briefing and prepare the delegation of authority.

Incident Transition Information

IMT's normally have "pre-orders". When an IMT1 or 2 are ordered, dispatch should automatically put orders in for a 4390 Starter Radio System (IMT1&2), IMET (IMT1 ONLY) and a Cache Van. Once an ICP location and estimated number of people have been determined, you may want to order a shower, caterer, COTR and FDUL. The receiving unit should determine a transition meeting location and reasonable reporting time when placing the IMT order.
The receiving unit must put together a Fire Briefing Package for the incoming team.
This package would include: Delegation of Authority, Objectives, Issues, Fire Observations, WFDSS, Daily Fire Weather Forecast, Spot Weather, Fuel Moisture data / graphs (1-hr, 100 hr, ERC), Initial ICS-209, Fire and miscellaneous maps (15-20 each topo maps of the area), radio frequency & repeater maps and information, medical services information, media information/contacts, important phone contact numbers, law enforcement and Resource Ordering procedures and contacts, copies of all current Resource Orders
DRC will activate Expanded Dispatch Operations and order a Buying Team.

DRC Zone Type 3 IMT Objectives and Guidelines
The DRC area has the capability of putting together one Type 3 Incident Management Teams.
A second IMT3 will be formed as needed from the Alternates list. Additional IMT3 trailers, etc are located on the west side (contact the MVP and Dolores FMO). The DRC IMT3 primaries, cadres and trainees are listed in Chapter 60. IMT's will be requested through Durango Interagency Dispatch Center (DRC). DRC will automatically mobilize the IMT, trailer, water buffalo and pre-order of supplies. The IMT will receive delegated authority from the responsible agency. All appropriate forms will be complete. Logistical needs will be placed direct with DRC.

DRC ZONE TYPE 3 INCIDENT TEAM OBJECTIVES AND GUIDELINES

The DRC IMT3 Roster, list of alternates and trainees are located in chapter 60 of the DRC Mob Guide.

The Type 3 Incident Management Team is intended for use on extended attack fires, incidents of Type 3 complexity, and to temporarily manage an incident of emerging complexity. Durango Interagency Dispatch Center Board of Directors recommends that each escaped fire receive a complexity analysis to determine the appropriate incident management team staffing level, Type 3, 2, or 1.

If a Type 3 Team is assigned to an incident that begins to exceed its capability, the incident management team and agency administrator should recognize the need to increase incident management oversight by requesting the appropriate incident management team.

A. GUIDELINES
The following are indicators of a Type 3 incident:

Resources vary from several single resources to several Task Forces/Strike Teams.
The incident may be divided into divisions, but would not meet the Division/Group Supervisor complexity in regards to the span-of-control. The incident could be divided into segments. It may involve up to four operational periods prior to containment and a written action plan would be required.
Some Command and General Staff positions may be activated, but not at the Division/Group Supervisor and Unit Leader level commonly used in the Type 1 or 2 levels.

As a rule, if more than 3 Command and General staff positions are required, a complete IMT will be ordered.

TEAM MEMBER SELECTION
The Durango Interagency Dispatch Center will fill Type 3 team positions using a pre-season application process. A standing team for the DRC area will be designated. Alternates and trainees will be included in a cadre list.

MOBILIZATION/DEMOBILIZATION

At all planning levels, primary team members have the responsibility to notify dispatch if they are unavailable for an assignment with the team. At DRC planning levels 1 - 3, primary members may take assignments outside the Durango dispatch zone. At DRC planning levels 4-5, primary team members are not able to take assignments outside the Durango dispatch zone. Notification will be via current office phone or cell phone; in extreme conditions, a two-hour response time may be imposed.

In most cases, the mobilization point will be the incident. The requesting unit should provide directions to the incident or ICP and a contact name and number. When the team is ordered, Durango Dispatch will notify the IC. The IC will utilize a telephone tree system to notify primary team members and finally priority trainees. All necessary mobilization information will be relayed to team members as they are contacted. All team members and trainees should come with personal protective equipment, technical equipment needed for their position, tent, sleeping bag, clothing and personal items needed to spend five days on the incident.

At the time of dispatch, the plans trailer, supply trailer and potable water trailers will be moved to the incident mobilization point; when possible, team members will bring these trailers with them.

A briefing should be scheduled between the ordering Agency Representative and the IC. In most cases, the initial briefing will be on the incident. A verbal delegation of authority along with significant constraints should be delivered to the IC; this should be followed by a signed Delegation of Authority within twelve hours.

The team will demob as a unit unless special circumstances exist; the IC will approve any special demob. Emphasis should be placed on identifying resource needs well in advance and releasing excess resources.

Transition to a Type 2 or 1 team, or back to the using agency, should follow procedures outlined in the Fireline Handbook, page 18. Transitions may involve more than one operational period. Special care should be taken to meet all of the Ten Standard Orders during transitions and make the transition as smooth as possible. The Plans position will facilitate the preparation of a transition document when transitioning to Type 2 or 1. All Command and General Staff positions will be expected to conduct a face-to-face transition with their counterparts.

TEAM CONFIGURATION

Command	Incident Commander, Type 3 (ICT3)	**Operations**	Division/Group Supervisor (DIVS)
Logistics	Facilities (FACL), Ground Support (GSUL), Supply (SPUL), Base Camp Mgr (BCMG)	**Safety**	Safety Officer, Type 3 (SOFR), Strike Team Leader or ICT4 or ICT3(T)
Finance	Time UL (TIME), Personnel Time Recorder (PTRC), Equipment Time Recorder (EQTR)	**Division Supv**	Strike Team Leader (STCR), Task Force Leader (TFLD) or Structure Protection Group Supv
Planning	Situation UL (SITL), Documentation UL (DOCL) or Resource UL (RESL)	**Information**	Public Information Officer Type 3 (PIOF)
Archaeologist	Fireline Archaeologist (ARCH)	**Dozer Boss**	Dozer Boss (DOZB)

TRAINEES

Trainees will be dispatched on every incident, as available. Mutual consent for trainees by DRC board members should be verified at the beginning of each season.

IMT3 POSITION RESPONSIBILITIES

Incident Commander
The Incident Commander is responsible for all coordination with the Agency Representative, and ensuring Agency objectives and strategies are implemented. The IC is responsible for all positions not filled or delegated, such as, Safety Officer, Plans Coordinator and Information Officer. The IC should delegate and clarify assignments of other team members and personnel. The IC is also responsible to ensure a smooth transition if a Type I or Type II Team is ordered. The IC is responsible to see that other team members do not exceed a normal span of control. The IC should monitor other positions and make recommendations in filling additional positions, if so needed.

Operations
Operations position is responsible for the management of all operations in relation to the Incident objectives; may act as Staging Area Manager, Air Operations Director, or fill various other Operations functions, and are responsible for managing span of control and initiating orders for additional resources, if needed. When practical, personnel already assigned to the incident should be used in filling various positions if they have the necessary qualifications.

The Operations position is the primary safety officer for firefighting personnel. It is his/her first responsibility to ensure that the Ten Standard Orders are followed, mitigation is provided for any Watchout Situations that exist to the extent possible, guidelines are used for special situations such as downhill line construction or urban interface operations and that all personnel understand that their safety comes first on every fire every time. The Operations position develops the divisional assignments in the IAP.

Logistics
The Logistics person will provide dispatch with written directions and a map to the incident.
Logistics position is responsible for providing facilities, services, and, material in support of the incident. This may include setting up the base camp, arrangement for food, water, sanitation, sleeping areas, and first-aid unit. Ordering of resources, accountability of property items and equipment, providing transportation, communications, and security are major functions of this position. It is critical that a workable span of control be established and lower level positions filled early, preferably with personnel already on the fire; must work closely with the IC and Operations in consolidating orders. Orders for all personnel, equipment, supplies and services will go through Durango Dispatch unless an agreement is made for alternate procurement methods. Determining the best route to the incident, signing the route and creating a map with mileages between key features is one of the responsibilities of the position and should be done as early as possible after being dispatched.
Typically, most Type 3 fire incident transitions occur in late afternoon. Standard operating procedure will be to provide MRE rations to all firefighters and team members for the first evening meal and for lunches if a night shift is used. By morning of the second day, hot meals should be available for both breakfast and supper, with sack lunches provided for the mid-day meal. Fruit, energy bars and sports drinks may be provided as supplemental rations as needed. Unless otherwise specified by the IC, the breakfast meal will be served at 0600 and the supper meal served at 2000.

Finance
Finance position is responsible for posting personnel and equipment time, checking in resources, commissary, and providing cost analysis for the incident. It is their responsibility to calculate hours already worked and number of days on assignment for all resources when checking them in. Exceeding work-rest or length of assignment guidelines will be reported to the IC. Reference the Fire Business Management Handbook for clarification in filling out reports. During demobilization, must ensure personnel and equipment time/inspections are complete.

Safety
Safety position monitors all aspects of incident operations to include engine work, handcrew activities, dozer operations and air operations. This position ensures that safe operating principles are being used, compliance with Ten Standard Orders, recommends mitigation for Watch Out Situations and reviews the IAP for compliance with LCES. The Safety Officer ensures that all necessary and required personal protective equipment is available and being used properly.

Other assessments that the safety position should make include all transportation routes that incident personnel are using, residents that could be at risk from the fire or from incident activities, camp sanitation, adequate safe water and nutrition, safe sleeping areas, safe parking areas and staging areas and adequacy of temporary flight restrictions.

The Safety Officer has the responsibility to directly intervene to immediately correct dangerous practices or acts as well as communicate with the appropriate Chief position when problems are found. Safety will prepare the medical plan and safety message for the IAP.

Planning
Planning position is responsible for status check-in, collecting incident information, development of accurate maps, incident action plan development, 209 submissions to DRC, acquiring weather forecasts and developing demobilization process. It is of value to establish 209 reporting times and spot weather forecast request prior to arriving on the incident with DRC. As the Status Check-in Recorder, responsibilities include establishing check-in procedures, preparation and processing of resource status change information and maintaining a master check-in list of resources assigned to the incident.

The Planning position conducts the operational briefings each day. In most cases, a day-shift briefing will be conducted at 0700 each day. Occasionally, a night shift briefing may be necessary. The briefings will be conducted using the following outline:

ACTION	**RESPONSIBILITY**
Introduction	PSC
Incident Organization	PSC
Incident Objectives	PSC
Current Status and Accomplishments	OSC
Weather/Fire Behavior Forecast	FBAN/PSC
Plan of Operations for the Period	OSC
Air Operations	OSC
Safety Message	SOFR
Logistics Message	LSC
Financial Message	FSC
Information Message	IOFR
Agency Administrator Comments	Agency Administrator(s)
Closing Comments	IC
Division Meetings at Predetermined Locations	DIVS

Fire Information
The Fire Information position is responsible for providing the media with all facts surrounding the incident. Verification of information regarding sensitive or potentially controversial facts such as the cause of the fire, etc. should be made with the IC prior to release. This position should work closely with county information specialists when the incident is entirely or partially on private lands.

One or two opportunities for media visits to the incident will be provided daily, the times will be determined by the IC so that appropriate operational personnel can be available to accompany them. Media personnel must have personal protective equipment to include leather boots, name shirt and pants, hard hat, leather gloves, and fire shelter (with shelter training), these items should be secured before traveling to the incident.

Division Supervisor
The Division or Group Supervisor position is responsible for safely meeting the incident operational objectives over an assigned area within the incident. Specific resources and objectives are assigned by the operations position.

Archaeologist
The Fireline Archaeologist position is assigned to a Division for the purpose of detecting and communicating the presence of historic or prehistorical cultural sites and artifacts. Typically, they walk in front of the dozers or handcrews so that the survey can identify features prior to disturbance. In the field, they are directed by the Crew Boss, Dozer Boss or Division Supervisor, as appropriate.

Dozer Boss
Most local Type 3 incidents (fires) have required the use of dozers to construct control lines, including this position on the team will ensure a quicker response. The Dozer Boss will inspect the dozer and direct the dozer operator and archaeologist if one is assigned. Particular attention must be given to safety of persons working near dozer operations. If no dozers are being used, the Dozer Boss may be assigned to other fireline supervision jobs, as needed, and as qualified.

CRITICAL INCIDENT STRESS DEBRIEFING TEAMS

DRC has one CISD Team within our area (See Chapter 50 for contact information). DRC will activate and mobilize Critical Stress Management Teams as situations dictate. Teams will consist of two to six individuals dependent on complexity and debriefing requirements. Request for activation or notification will be from unit/center manager direct to Coordinator on Duty at RMC. Critical Stress Management Teams should be ordered under the following circumstances:

1. Employee death
2. Shelter deployment with burn over
3. As requested by unit managers

RMC will order additional teams and coordinate making appropriate notifications.
All other appropriate local, federal and non-federal agency personnel will be notified as required.

BUYING TEAMS

A buying Team will be ordered for IMT1 and 2 incident support or as deemed necessary by the center manager for multiple incident support. Place orders through appropriate dispatch channels.

INCIDENT BUSINESS ADVISOR/COMPTROLLER

An incident Business advisor will be ordered as requested by the unit Administrative Officers.

BURNED AREA EMERGENCY REHAB TEAMS (BAER)

See Chapter 60 for a list of DRC Area BAER qualified personnel.

EQUIPMENT AND SUPPLIES

Local caches located within the DRC area are listed in Chapter 70.
All units must submit to RMK an annual local cache inventory of pre-designated and critical items, by April 1 of each calendar year.

MOBILE CACHE VANS

DRC normally has a RMA Cache Van pre-positioned in this area at Trimble Work center.
Refer to the National Fire Equipment Catalog for a listing of van contents.

AIRCRAFT OPERATIONS (Aircraft listings are located in Chapter 80)

The primary Goals of the dispatch of any resource are:

SAFETY, EFFECTIVENESS, EFFICIENCY

In conjunction with our goals, the following evaluation criteria must be accomplished by the dispatch system.

- Rapid response.
- Communications/Intelligence. Information must be accurate and timely.
- Efficient use of the most effective resources.
- Operational Flexibility.

The activation of the next higher or lower levels of the decision making process to dispatch resources should be made by common sense methods. Ultimate responsibility should be at the lowest possible level given the operational priorities.

Information regarding airspace management can be found in the Interagency Airspace Coordination Guide.

While performing dispatch duties, it is important to keep in mind the critical factors that form effective and efficient incident response in regards to air support resources and base operations.

- Reminder: All air resources are Initial Attack (IA) resources and are subject to diversion at anytime for higher priority incidents, regardless of whether ordered for a single drop or large incident. Orders for these resources should be based on actual current incident needs, if responding beyond pre-positioning placement.
- Response times are the most critical aspect of IA resources.
- The use of air attack and/or lead planes is critical for safe and effective support.
- **Resource Orders must be accurate and complete and given to pilots prior to a dispatch.**

Tactical aircraft dispatch information, at a minimum, must include: VOR's (Base or Omni, bearing, distance); latitude / longitude (**use degrees/minutes/seconds**, **not tenths***);* other aircraft or hazards in the area and being dispatched to the area); frequencies - air to air and air to ground and their associated contact names, Reload Base (as applicable).

PRIORITIZING INCIDENTS

All requests will be processed based on the following:

- In accordance with standard fire priority criteria (See chapter 10)
- Requests will normally be filled in the order received, new starts normally take priority
- When competition for resources occurs the base/center will allocate resources based on standard fire criteria or based on priorities set by RMC (Coordinator, MAC, and RMCG).
- During times of high competition for resources, the need for continual communication and feedback is essential. RMC must be apprised of all new orders and activity. During times of extreme activity, an area command may be set up in the area of concern for the purpose of prioritization and guidance.
- Adjoining Geographical Area units will abide by the same ordering procedures and restrictions as RMA units for available RMA resources.

We can only ensure these goals by continuing to use our common sense, provide good communication and remaining flexible for each situation.

DRC DISPATCH PROCEDURES FOR THE AIR SUPPORT RESOURCES:

- Initial Attack Air Support requests to DRC.
- Units who may order direct for IA air resources are Pueblo, Montrose and Taos Zone dispatches.
- If DRC is unable to fill the request, the requesting dispatch center will place the request to their appropriate GACC.
- Incident Support with Air resources out of the Durango Airtanker Base.
- DATB will work in conjunction with DRC and outside requesting dispatch centers to operate as efficiently as possible to support incident needs. During times of low area fire activity adjoining outside dispatch centers can coordinate direct contact with DATB.

MOBILIZATION (21.2.3.4 RMA Resource Ordering Chart)

The following chart describes resource types, the approved ordering method for the preparedness level (PL), and the required notifications.

IA = Initial Attack – Any Dispatch Center may order Initial Attack resources from adjoining RMA Dispatch Centers.

NH = Neighborhoods - Approved RMA Dispatch Center neighbors.

RMW = Rocky Mountain Area Wide Ordering – Ordering is approved beyond the RMA Neighbors.

RMC = Place order only to Rocky Mountain Coordination Center.

RESOURCE	RMA PL 1-2	RMA PL 3-5
Teams - Area/National	RMC	RMC
Buying Teams		
Teams - Local	NH, RMW	NH
IMT3		
GPC Zone IMT2	NH, RMW	GPC only
Misc Overhead	NH, RMW	IA, NH
Crews		
* Type 1	NH, RMW	IA, NH
Type 2, 2 I/A, WFM[1]	NH, RMW	IA, NH
Supplies	NH, RMK	NH, RMK
Equipment/Telecom Supplies		
Non-NFES	NH, RMW	NH
NFES – 4000 Series	RMC	RMC
Cache Vans	RMC	RMC
Engines	IA, NH, RMW	IA, NH
Aircraft – Rotor Wing		
*CWN - Type 1 & 2	RMC	RMC
CWN - Type 3	IA, NH, RMW	IA, NH
*Exclusive Use – Type 1, 2, 3	IA, NH, RMW	IA, NH
Aircraft -Fixed Wing		
* Airtankers, SEATs	IA, NH, RMW	IA, NH
* Lead Planes, Air Attack	IA, NH, RMW	IA, NH
* Smokejumpers	IA	IA
* Smokejumper Aircraft	IA, NH	RMC, NH
Aircraft - Services		
TFRs, IR Flights, Portable Towers	RMC	RMC

If there is an asterisk*, a commit telephone call to RMACC is required.

[1] WFM – Wildland Fire Module, replaces Fire Use Modules.

Between the hours of 2200 and 0600 charter pilots shall not be called/dispatched. Orders for charter aircraft should not be placed with vendors between these hours, unless they have a separate dispatcher available. Operators should be queried to insure duty limitations are being met.

NO MISSION IS WORTH SACRIFICING SAFETY

Aircraft assigned will become the receiving area's resource until released.
The following terminology will be used when ordering aircraft:

- Knots (kts) will be the standard term used to reference airspeed.
- VOR's (Direction-magnetic headings) will be used to reference direction.
- Latitude and longitude must be provided in degrees, minutes and seconds.
- Aircraft registration numbers will be used when referencing helicopters, leadplanes and air attack aircraft. Airtankers are referenced by the airtanker number; e.g. T-12.
  The following selection factors will be used when ordering aircraft:
- Heavy Airtankers, type 1 and 2: Loaded or empty (as a rule - two hour maximum flight when loaded)
- Timeliness.
- Cost effectiveness.
- Performance specifications for density altitude/high altitude operations.
- Carded for interagency use.
- Special applications such as special-use flights, etc.
- Single Engine Air Tankers (SEAT), type 3 and 4 airtankers.

FLIGHT MANAGEMENT PROCEDURES

Pilot Regulation Reminders:

- can not exceed 8 hours flight time/day
- Allowed to be on duty 14 hours a day
- Must have 10 hours uninterrupted rest
  (30 min. drive time to/from work not considered duty time)
- can not exceed 42 duty hours in 6 consecutive days
- if 36 or more flight hours in 6 consecutive days, pilot must take a day off.
- Days off -1 day in 7 days OR 2 days in 14 days (mandatory)Sterile Cockpit – Aircraft will not be contacted by dispatch within 5 minutes of take-off or landing at an airport or helibase, etc.

24.2.1 Flight Following

Automated Flight Following (AFF) will be used whenever available.

When local agency flight planning is used and aircraft is flying a local mission for a specific purpose, the dispatcher shall be responsible for flight following the aircraft with a required 30 minute maximum check-in during time aircraft is in flight.
A 15 minute check-in interval is recommended for air tankers, helicopters, and recon operations. The following information should be provided and logged for Flight Following:

1. Time of check in.
2. Current position of aircraft (latitude/longitude, VOR's, geographical landmarks, etc.)
3. Direction of travel.
4. Any changes in flight plan.

Before any flight takes place the dispatcher should have a full understanding of the purpose of the mission, destination, duration, identify passengers/cargo, check-in intervals, communication networks, and emergency procedures in the event of an incident. Radio communications must be maintained with all aircraft which the dispatcher has agreed to flight follow. This must be maintained throughout the duration of the flight or the flight will be immediately terminated and the dispatch office contacted.

POINT TO POINT FLIGHT FOLLOWING

The sending dispatch center has the ultimate responsibility for flight following. This responsibility may be handed off to the area coordination center. There should not be several offices open for the sole purpose of waiting on an aircraft. Within the RMA, the sending center is responsible for the aircraft flight following within their area of influence, then handing off the responsibility to RMC once it crosses dispatch center jurisdictional or area boundaries.

If a problem occurs enroute, and the originating office is contacted by the pilot or COP, a phone number and contact point to get back to them with further instructions should be obtained. All pilots need to check-in with the appropriate originating and assigned office upon arrival at the flight destination.

Aircraft Accident/Incident Reporting

Personnel shall report immediately all aircraft accidents/incidents to appropriate Agency/Department officials. Safecoms are to be submitted through the appropriate channels. See the Safecom Website http://www.safecom.gov. A hardcopy is in Chapter 28 forms.

CHAPTER 90 IS DESIGNATED FOR LOCAL UNIT EMERGENCY PROCEDURES

Aerial Supervision

LEADPLANE AND ASM1

A lead plane, Air Attack, ASM1, or airtanker coordinator is required to accompany the following missions:

- Two or more airtankers over the fire at the same time or at staggered intervals of 15 minutes or less.
- Any mission where the airtanker pilot is not initial attack rated.
- The fire is in a congested area.
- Whenever any airtanker is operating over an incident within 30 minutes after official sunset at the nearest air tanker base.
- Whenever any airtanker is operating over an incident within 30 minutes before official sunrise at the nearest air tanker base.

If a lead plane or ASM1 is not available, a qualified Air Tactical Group Supervisor may be used until a lead plane arrives, as long as the air tanker Pilot in Command (PIC) is Initial Attack (IA) rated. Non-IA rated PIC's require a lead plane.

AIR TACTICAL AND RECONNAISSANCE AIRCRAFT

Air tactical and reconnaissance aircraft are on aircraft rental agreements and exclusive use contracts solicited and inspected by the Office of Aircraft Services and other federal agencies. They are available for interagency use and will be requested through established ordering channels. Ordering offices may request that aircraft come with specific avionics equipment (see Chapter 70).

Aerial Supervision Requirements - Rocky Mountain Area

Situation	Lead Plane/ ATCO	Ref.	ATGS	Ref.
Airtanker pilot is not initial attack rated	Required	1		
MAFFS	Required	1		
Retardant drops in congested areas	Required	1,3		
Non – IA rated SEAT pilot operating with any other tactical aircraft	Required if ATGS is not on scene	1	Required if Lead Plane/ATCO is not on scene	1
IA rated SEAT pilot operating with three or more tactical aircraft	Required if ATGS is not on scene	1	Required if Lead Plane/ATCO is not on scene	1
Foreign Government airtankers	Required if ATGS is not on scene	1	Required if Lead Plane/ATCO is not on scene	1
Retardant drops conducted earlier than 30 minutes prior to sunrise or later than 30 minutes after sunset	Required if ATGS is not on scene	1,2	Required if Lead Plane/ATCO is not on scene	1,2
Four or more air tankers assigned to an incident	Must be ordered	1	Must be ordered	1
Two or more helicopters with two or more airtankers over an incident	Must be ordered	1	Must be ordered	1
Marginal weather, poor visibility or turbulence associated with use of air tankers over an incident	Must be ordered	1	Must be ordered	1
Two or more airtankers over an incident	Must be ordered	1	Must be ordered if Lead Plane/ATCO is not available	4
When requested by airtanker pilot or ATGS	Must be ordered	1		
Presence of smokejumper or paracargo aircraft with two or more air tankers over an incident	Must be ordered	1	Must be ordered if Lead Plane/ATCO is not available	1,5
Incident has two or more branches			Must be ordered	1,5

NOTE: BLM Aerial Supervision Modules may act as either a Lead Plane or ATGS depending on incident requirements. No reference is made to USFS Aerial Supervision Modules pending development of National direction.

References: (1-5 from Aerial Supervision Table)

a. Interagency Lead Plane Operations Guide (ILOG), the Interagency Air Tactical Group Supervisor's Guide and the Aerial Supervision Module Operations Guide (ASMOG).
b. Requires determination by either the ATGS or Lead Plane that visibility and safety factors are suitable for retardant operations and dispatch has been notified of this determination.
c. Required under Exemption 392 from 14 CFR Part 91.119, FSM 5714.11 for USFS jurisdiction. Incidents under BLM jurisdiction require a lead plane to be on order.
d. FSM 5716.32
e. Both the ILOG and ATGS Guide reference ordering an ATGS only for these missions. FSM 5716.32 classifies these missions as complex. An ASM, Lead Plane or HLCO should be ordered as appropriate in addition to the ATGS.

DRC Basic Aviation SOP's and Recon Flights

- **ALL** operating aircraft will monitor Air Guard 168.625.
- Flight Following within the DRC area should be done on designated unit frequencies and not on National Flight Follow. Use National Flight Follow only if unable to make contact with DRC on unit frequencies.
- DRC area aircraft will not enter TFR areas without prior contact and authorization from the incidents Air Support unit.
- DRC will continuously update all airborne aviation resources, as relevant, with additional information about new starts, incidents, ground contacts, incoming aviation resources, and weather.
- DRC will notify all aviation resources prior to take-off or entering the DRC area of all pertinent TFR's and air to air and air to ground frequencies being used.
- South of latitude **37 N** is in New Mexico. West of Longitude **109.03 W** is Utah
- DRC aircraft will not cross the CO/NM state line without first contacting DRC who will contact the appropriate NM dispatch center to confirm that they have no other air resources in the area. The mutually agreed CO/NM established border frequency to monitor is 122.925.
- Be aware, the DRC area does have an active Civil Air Patrol. CAP is normally active in the early morning hours, and does head toward smokes.
- *All of the DRC units' frequencies are programmed into the dispatch consoles.*
- *DRC does not have air to air, air to ground or work channels in dispatch consoles.*

RECONS
DRC will contact the unit FMO/AFMO's (FDO) to inquire as to whether they want a recon flight for the following day(s).

On the day of the flight DRC will:

- Contact the unit FDO's to get an update on any specific areas they would like the observer to look at beyond a general recon of their unit.
- Meet with or contact the observer and update them on the prior days, current and expected fire and weather situation; this will be verbally and visually (if possible). The observer will be briefed on:
  - weather (a lightning map of current and previous days strike history (faxed or handed))
  - other air resources working within the area
  - a list of all local incidents, their status, location, and ground contacts
  - all frequencies and TFR's within the DRC area and their locations
  - a list of available aerial resources (air tankers, lead planes, air attacks, helicopters, smokejumpers) within the DRC and RMA areas.

The observer will:

- Flight follow with DRC using standard national flight following requirements: 15 min. check-ins, course change, etc
- Prior to take-off, phone DRC to notify them you are about to take off and a general flight plan. DRC will notify observer of any last minute changes.
- As soon after takeoff as possible, confirm radio contact with DRC, normally done on Forest Primary (Smelter) notify DRC of number of souls on board (SOB), number of hours of fuel on board (FOB), a general flight plan and your heading.
- Check-in will consist of:
  - if over an incident with local flight follow occurring – 30 minute routine check-in for updates and status check. (i.e., "Ops normal")
  - Local flight following - the ground units must confirm positive contact direct with DRC
  - If moving - 15 min routine check-in, current lat/ long, heading (degrees), geographic feature (e.g., over Mesa Verde NP), general flight plan (going to head to the south end of Sleeping Ute).
- Recons will operate on the frequency used by the unit they are observing (i.e., UMA, SUA, Dolores (forest primary), etc). Upon entering a unit's area, observers will make contact with the unit FDO.
- Over incidents, observers will make ground contact with the IC. *(Normally on the DRC area Primary Air-Ground frequency.)*
- Prior to ending a recon , notify DRC for any last requests.
- Just prior to landing, notify DRC that you are at "--- airport about to land".
- Once safely on the ground, notify DRC via radio or by land line.

Smoke / Incident Response

- Smokes – notify DRC via the radio on the applicable unit's frequency that you have spotted a smoke. Provide DRC with a fire size-up (see Initial Response Action form). If possible brief the unit FDO directly as requested. DRC will confirm/acknowledge contact with the unit FDO or make appropriate decisions as necessary.
- Incidents – notify DRC of location and contact with ground forces to see if you can be of assistance.

Call Signs

Standard call signs for recon and Air Attack working within the DRC area are:

Recons – Durango Recon (if we have 2 they would be, DR East and DR West)

Air Attack - Durango Air Attack or "*Incident Name"* Air Attack

LARGE TRANSPORTS

Passenger/Cargo Manifest

This form shall be used in conjunction with all large transport operations. FAR 121 requires a minimum of two copies be furnished to the operator; the sending unit should retain one copy as a permanent record. NICC requires that personnel weights be separated from gear/cargo weights.
All crews shall be manifested and a copy sent to RMC within 2 hours of their departure.

HELICOPTER - CALL WHEN NEEDED (CWN)

- Dispatch centers may activate and request from approved commercial FAR 135 operators CWN helicopters within their area of influence.
- Ordering unit must specify exact resource configuration (i.e., fuel truck, bucket, etc.)
- FAA assigned tail number will be used by Exclusive Use and CWN helicopters as call sign.
- When using CWN helicopters, module personnel and aircraft shall be brought together at a pre-designated place PRIOR to arrival at the incident.

ORDERING PROCEDURES

LIGHT (T3) helicopters, within the RMA, may be ordered by dispatch centers. A list of CWN Type 3 helicopters is available in Chapter 80 of this guide. For any assignment, a Manager plus a minimum of 2 crewpersons will be ordered and assigned to light (Type 3) helicopters.

MEDIUM AND HEAVY the Medium (T2) and Heavy (T1) CWN Helicopter Program is administered by the National Interagency Fire Center. All ordering of medium and heavy helicopters will be done through normal dispatch channels to RMC.

Call when needed (CWN) helicopters will be managed by a qualified module.

HELICOPTERS

TYPE 3 & 4	:	Manager and two crewpersons
TYPE 2 STANDARD:		Manager and three crewpersons
TYPE 1 STANDARD:		Manager and four crewpersons
TYPE 1 LIMITED:		Manager only
TYPE 2 LIMITED:		Manager only

Units requesting modules will do so by an Overhead (O) request for each position. Module requests should be coordinated with anticipated helicopter delivery. Ordering a module for a CWN helicopter is not automatic; the ordering office should attempt to fill internally.

NON-FIRE CWN PROJECTS

PROJECT WORK
A minimum of a helicopter manager will be assigned to a helicopter for any kind of project work.

ADMINISTRATIVE FLIGHTS
On any non-fire, administrative flight there will be, as a minimum, a qualified helispot manager on site to ensure that helicopter load calculations are completed and accurate, ensure passengers are briefed and that pilot and helicopter are properly carded for specific agency use.

Exclusive Use Contract Helicopters

DRC has 1 Type 2 exclusive use helicopter assigned to the San Juan NF, and 1 each Type 3 exclusive use helicopters assigned to Mesa Verde NP and Ute Mountain Ute Agency.
(See DMG Ch 80 for detailed information.)

AIRTANKER DISPATCH
Area Coordination/Dispatch Centers shall retain control of air tankers during incidents and have authority to divert airtanker(s) to initial attack situations based on threat to life and property or higher resource values at risk. Close coordination must be maintained between the Dispatch Center and all affected incidents.

The Durango Airtanker Base (DTB) is located at the La Plata County Airport (DRO). Orders will be placed through DRC to the DTB.

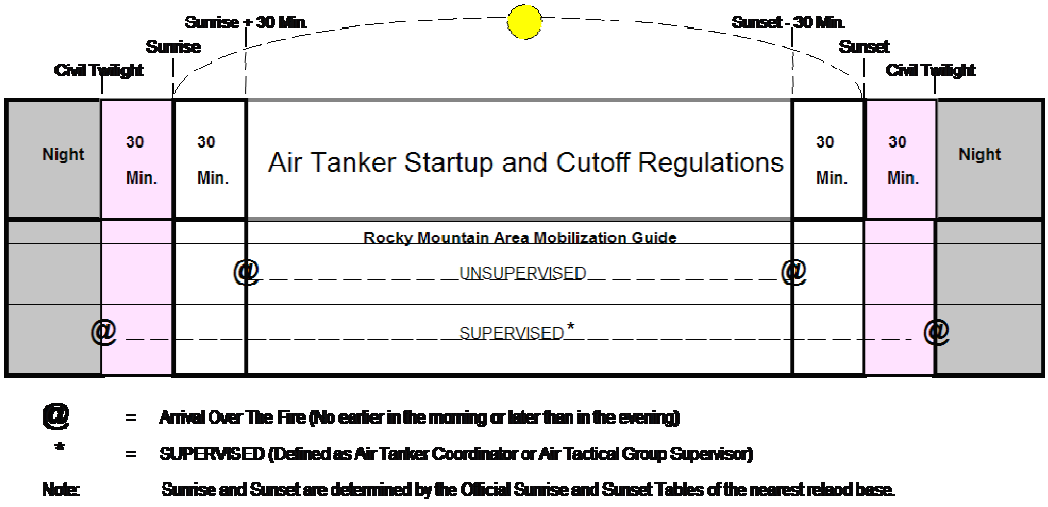
Airtanker Dispatch Limitations - Startup/Cutoff Times
To reduce the hazards of airtanker retardant drops in the early morning and late evening hours, comply with the limitations on times when airtankers may drop retardant on fires. The following limitations apply to the time the aircraft arrives over the fire to conduct the drop, not to the time the aircraft is dispatched from a base and conforms to the information contained in the Interagency Airtanker Base Guide.

1. Limitations on Startup and Cutoff Times. Normally, airtankers shall be dispatched to arrive over a fire not earlier than 30 minutes after official sunrise and not later than 30 minutes before official sunset. These times are termed the "startup" and "cutoff" times respectively.

2. Exceptions. With a qualified Air Tactical Group Supervisor or Airtanker Coordinator, Airtankers may be dispatched to arrive over a fire as early as 30 minutes prior to official sunrise and as late as 30 minutes after official sunset provided:
   a. ATGS or ATCO Is on scene;
   b. It has determined that visibility and other safety factors are suitable for dropping retardant; and
   c. Notification to the appropriate dispatcher of this determination.

3. Determination of Official Sunrise, Startup, Cutoff, and Sunset Times. Each airtanker base and dispatch office shall have tables showing the official sunrise, startup, cutoff, and sunset times at those locations.

4. Determinations for Airtanker Dispatch. For airtanker dispatch, use the official sunrise, startup, cutoff and sunset times of the airtanker base nearest the fire and comply with the limitations in the preceding paragraphs 1 and 2.



Single Engine Airtankers (SEATS)

- Colorado State Forest Service and the BIA-JIA have SEAT's on contract. Requests are made through normal dispatch channels.
- For general guidelines about SEATS see the current SEAT Operations Guide.
- Requests for OAS/USFS approved SEAT's will be through normal dispatch channels. SEATS can be utilized for initial attack.
- The use of SEATS on USFS incidents may supplement, but not substitute for, planned coverage by USFS and cooperator multi-engine airtankers.
- Due to the limited nature of SEAT operations, flights beyond 50 n.m. radius from the support facility may not be practical.

TEMPORARY FLIGHT RESTRICTIONS (TFR) (FAR 91.137)

Temporary flight restrictions are issued under paragraph a(2) of FAR paragraph 91.137. In part this paragraph requires a condition that the aircraft carrying news media to not only file a FAA flight plan but limits their operation to above altitudes used by disaster relief aircraft, unless otherwise authorized by the official in charge of on scene emergency response activities.

All requests for TFR's (FAR 91.137) shall be placed through dispatch centers to RMC who will contact FAA. (Use FAA Air Space Restriction Form) dispatch centers will assure that the 91.137 are cancelled through RMC, as soon as it is no longer required.

Normal TFR standards are 5 mile radius and 2000 feet Mean Sea Level (MSL) from the highest point within the incident (adjust according to need).

LOCAL NOTAMS

The FAA will issue a Notice to Airmen (NOTAM) designating an area within which temporary flight restrictions apply and specifying the hazard or condition requiring their imposition, whenever they determine it is necessary in order to provide a safe environment for the operation of disaster relief aircraft.

Procedures for REQUESTING Local NOTAM's

When conducting prescribed (Rx) burns where aircraft are planned to be utilized, a LOCAL NOTAM (not a TFR) should be requested (also check MTR's in the Rx burn area). See RMG for more details.

ENTRY into Temporary Flight Restrictions and Local NOTAMS

(See the Interagency Airspace Guide for additional information.)

- DRC will be contacted for permission requested to fly over the fire.
- Dispatch will acquire the aircraft type, tail number and purpose of requested entry.
- Dispatch will contact the incident to coordinate times, frequencies and contacts for aircraft entry into the airspace.
- Actual permission will be granted / denied by the ATGS, ATCO or AOBD only.

MILITARY TRAINING ROUTES (MTR) AND SPECIAL-USE AIRSPACE

It is DRC's responsibility to notify the Military of any aircraft activity, TFR's that have been granted, or local NOTAMS that have been issued, for our operations. The local unit must contact the scheduling authority for any MTR's that are over the operations.

RADIO FREQUENCIES AND MANAGEMENT

See the Durango Interagency Dispatch Center Area Communications and Frequency Guide for more details.

NATIONAL AIR GUARD	**168.625 Tone 110.9 Tx**
NATIONAL FLIGHT FOLLOWING	**168.650 Tone 110.9 Tx**
The National Airtanker Base	**123.975**
DRC Area Air to Air	**126.275**
DRC Area Air to Ground - Primary	**172.275**

Initial Attack Frequency Assignments - Each state in the RMA has been divided into Areas by the national frequency coordinator. These Areas are coordinated with the rest of the nations frequency assignments. Each area has three pre-identified Air Attack frequencies (an air to air, a primary air to ground and a secondary air to ground.) These frequencies are updated annually. See RMA frequency maps for specific information.
All additional frequencies must be ordered from and coordinated by RMC. Additional **AM** frequencies may be obtained through the FAA on a temporary basis. Additional **FM** frequencies may be obtained through NICC from FCC on a temporary basis.

ALL REQUESTS FOR ADDITIONAL FIRE FIGHTING FREQUENCIES MUST BE PLACED THROUGH ESTABLISHED DISPATCH CHANNELS, DRC TO RMC TO NICC.

DRC MG Frequency Management Federal and State Land Management Agencies agree to the sharing of specific radio frequencies that are authorized/licensed for each agency. Shared frequencies are to provide efficient, cost effective radio/communication support in protecting life and property. The sharing of frequencies is under the authority of the NTIA Regulations Manual, Sections 7.3.1, 7.3.4 and 7.5.1 and the FCC Rules and Regulations, Part 90, Sections 90.405 and 90.407. Local dispatch and management procedures between the agencies will be utilized to provide orderly control and frequency management. The resource order form will serve as written authorization for sharing frequencies.

INTELLIGENCE AND PREDICTIVE SERVICES

It is the responsibility of all Unit Fire Management Personnel to submit incident and resource intelligence information.

Information gathering and distribution play a vital role in logistical coordination. It is **CRITICAL** that the information processed is **COMPLETE, ACCURATE** and **TIMELY.** Fire management decisions, priorities and resource allocations are based on this data.
DRC will post daily reports, weather and other useful information on the DRC Web Page.
The DRC Web Page address is: **http://gacc.nifc.gov/rmcc/dispatch_centers/r2drc**

Daily reports are available through the DRC Web Page are:

Report Name	Time Available (Fire Season)
DRC WildCAD Morning Report	0800 and throughout the day
DRC Sit Report	0700 hours for the previous day)
Fire Weather Forecasts/Indices	0730 and 1500 hours

All critical information will be radio broadcasted. (i.e., Red Flag info, Fire Behavior Analysis, flash flood info, etc).

Other helpful websites are **http://www.fs.fed.us/land/ and http://www.nifc.gov/**

When competition for resources exists, NICC and the Area MAC will request an Incident Priority List for each Dispatch Center with significant activity. The Priority List shall be submitted to RMC by 1300 and 1800 unless otherwise notified.

LARGE INCIDENT NARRATIVE/INCIDENT STATUS SUMMARY (ICS-209):

Interim Wildland Fire Reporting Requirements: FULL SUPPRESSION/PERIMETER CONTROL, LARGE INCIDENT 100 acres in timber or 300 acres in grass, will be done for any significant incident activity; this includes large fires.

MONITOR/CONFINE/CONTAIN: Create initial ICS-209; complete Blocks 1 thru 15 and Block 42, Remarks. If national shared resources are committed to the incident, Block 43 is also required.

POINT OR ZONE PROTECTION/LIMITED PERIMETER CONTROL: Create initial ICS-209; complete Blocks 1 thru 15 and Block 42, Remarks. If national shared resources are committed to the incident, Block 43 is also required.
Wildland Fire Complexes w/Multiple Strategies: Reporting for a wildland fire complex should follow the most selective reporting requirements of all the strategies listed above.

NOTE: APPROVAL INFORMATION (BLOCKS 45-47) SHOULD BE COMPLETED FOR ALL ICS 209'S.

The Incident Commander of a fire is responsible to ensure transmittal of the ICS-209 information to DRC by 1630, daily.

INTERAGENCY SITUATION REPORT

The Situation Report reporting period is from 0001 to 2400 daily. DRC must enter data into the database by 1800 hours unless an alternate time is negotiated. The RMA begins Situation Reporting on the second Monday in May.

Prescribed Fire information must be detailed and include the names of the specific contingency resources, and be received by DRC the day prior to the burn start date..

The National Situation Report can be found at http://www.nifc.gov/news/sitreprt.pdf

DAILY RESOURCE STATUS AND FIRE MANAGEMENT REPORT

Daily Morning Report:

Each day during fire season DRC will read the morning fire weather and a brief Fire Management Report which includes resource availability, a brief synopsis of the local and RMA fire situation.

DRC Area Fire Weather can be found on the National Weather Services - Grand Junction Web page:

http://www.crh.noaa.gov/gjt/fire.htm

RESOURCE AVAILABILITY - Availability is documented in the Resource Ordering and Status System (ROSS) program. All resources are made **UNAVAILABLE** on the 1st of each month. It is the responsibility of the resource or resource manager to update their availability.

At a minimum, Resource Availability Reports must include the resources:
Name, Unit, Qualification/trainee positions, geographic availability (local, GACC or national). Resources must coordinate and obtain approval of their availability with their appropriate supervisors.

PRESCRIBED FIRE NOTIFICATION
FMO's will submit prescribed fire information **ONE DAY** prior to the day of planned ignition to their dispatch center. The information is to be input into the Daily Situation Report, Prescribed Fire Information (Screen # 4) prior to 1100 hours. The Remarks/Resource Contingent section should report specific (names) area resources (Crews, T3 Helicopters, etc). Input the information off the Prescribed Fire Plan. **Note: National resources may not be held as a prescribed fire contingent.**

DRC ANNUAL ACTIVITY REPORT - The DRC annual report will contain interagency statistics pertaining to the year's fire related activities. Unit fire statistics' are from fire reports, prescribed fires and mechanical thinning will be reported to the Intelligence section not later than 1 October. (Units should notify DRC of any additions or changes they would like for the report.)

Narrative - Short narrative statement describing the season and how it compares to normal. It should include a summary of fire weather, resource mobilization, and other significant events.

Fire Statistics - Number and acres of lightning and human caused fires by unit, from fire reports.

Prescribed/Mechanical Statistics – Number and acres completed with a breakdown of prescribed fire and acres by name and mechanical project by name and acres.

Resources Order Statistics - All functional areas separated by agency and unit.

Aviation Statistics - Air tanker gallons of retardant used (by base) and missions flown. Helicopter operations statistics, days on and hours flown, water carried, passengers and cargo carried.. Also include a detailed breakdown of all aviation resources used.

San Juan Hot-Shot Crew Statistics – Number of days available, on fires, in training, and on projects, number of assignments and states assigned in, any additional information necessary.

ADDITIONAL DRC INTELLIGENCE NEEDS

Fuel Moistures: Each agency should forward the results of their fuel moisture tests to DRC. DRC will produce a fuels moisture report as applicable. All fuel moisture reports will be entered into the National Fuel Moistures Database by DRC.

Fire Reports: Are due into DRC within 10 days after the incident is declared out.

Personnel and Qualification: Experience Information and listings – updates are due by March 1, annually.

Fire Restriction Index Report: The Index Report is accomplished once a week during fire season, then posted to the DRC Web Site.

INTERAGENCY PREPAREDNESS LEVELS - Preparedness levels are established by Interagency Coordinating Groups based on current and forecast burning conditions, fire activity, resource availability. Situations and activities described within the preparedness levels consider wildland and prescribed fire. **DRC Area Preparedness Levels** are determined through the evaluation of all the descriptive criteria listed for each level and making a consolidated decision for the area of which preparedness level's criteria best describes the DRC areas fuels, fire activity and resource current and predicted situation.

A representative sample of DRC area fuels and weighted station values were used to create two "SIGS" which will identify the areas Preparedness Levels. Thresholds of these weighted values were developed using agency criteria (90% & 97%), analyzing fire occurrence and through input from local fire managers. The percentile threshold values for each preparedness level is as follows:

PL 1	**0 - 45%**	**PL 2**	**46 - 67%**	**PL 3**	**68 - 89%**	**PL4**	**90 - 96%**
PL 5	**97% +**						

For ERC the "G" fuel model was used from the Devil Mt (34), Chapin (33) and Mesa Mt (33) RAWS. For BI, the "F" fuel model was used from the Morfield (34), Chapin (33) and Mesa Mt (33) RAWS.
THE ABOVE GRAPHS ARE ACCOMPLISHED WEEKLY DURING FIRE SEASON, AND POSTED TO THE DRC WEB SITE.

Preparedness Level Threshold Criteria: Description The following Preparedness Level Threshold Criteria consist of fuel indices, weather, resource availability, commitment, and fire activity. These criteria have been determined to be the most representative indices and conditions indicating potential fire within the Durango Interagency Dispatch Zone. There are a total of eight criteria that when analyzed, will prompt fire managers to develop an overall picture of current fire potential and produce a Preparedness Level. Individual criteria should not to be analyzed separately as Preparedness Levels are determined through analysis of the entire fire environment. The criteria are as follows:

Adjective Rating: (Current weather situation indicator) A fuel index that rates fire danger as Low, Moderate, High, Very High or Extreme. It is based upon the staffing level and the ignition component and is generally used for public information purposes.

Staffing Level: (Current required staffing for the predicted weather situation) An index that represents a readiness level and is expressed from 1 (low) to 5 (high). Staffing levels are based on Energy Release Component or Burning Index.

Release Component (ERC): (A seasonal fuels indicator) A fuel index that is related to the available energy (BTU) per unit area (Sq. ft.) within the flaming front at the head of a fire. It uses both live and dead fuel moisture content of the fuels present and represents the potential "heat release" of a fire and is determined to be the *most valuable evaluation tool of drought and other long-term processes.* **For the Durango Zone criteria**, ERC thresholds will be determined analyzing Fuel Model G from the Devil Mountain (34%), Chapin (33%) and Mesa Mountain (33%) Remote Automated Weather Stations (RAWS).

Burning Index (BI): (Provides a daily indicator of fire/fuels conditions) Represents the difficulty of control of a fire and is derived from a combination of Spread Component and Energy Release Component. It is related to flame length over a fire danger rating area. **For the Durango Zone criteria**, BI thresholds will be determined analyzing Fuel Model F from the Morfield (34%), Chapin (33%) and Mesa Mountain (33%) RAWS. The Preparedness Report will be updated weekly during fire season, and monthly during the remainder of the year.

Fire Weather: Represents the probability of ignition and fire behavior and is an influence on fuel conditions.

Fire Activity: Represents the amount of fires occurring and the effects and impacts on suppression capabilities for initial attack and large fires. IMT's activated and fire size class are indicators of fire activity.

Resource Commitment: The current resources committed in the DRC area and outside (RMA & National)

Resource Availability: The current resources available situation in the DRC area and outside (RMA & National)

DURANGO COORDINATING GROUP PREPAREDNESS LEVEL DESCRIPTIONS

PREPAREDNESS LEVEL 1:

PREP LEVEL	DESCRIPTION	RECOMMENDED ACTIONS
I	**DRC Area:** **NFDRS Adjective rating:** Majority of the DRC Areas weather stations indicate LOW to MODERATE **Staffing Levels:** Majority of the DRC Areas weather stations indicate 0-2 **ERC** (DRC SIG "G"): 0 – 45 **BI** (DRC SIG "F"): 0 – 23 **WEATHER:** No adverse Fire Weather conditions exist as related to: Lightning Activity Level (LAL); Haines Index; and Red Flag Weather Warnings and Watches. **Fire Activity Levels:** **Local:** Little or no activity occurring **National**: Little or no activity occurring **Resource Committed:** Little or no commitment of DRC area resources locally or nationally. **Resource Available:** **Local**: adequate for current & predicted conditions **National**: adequate for current & predicted conditions **Prescribed Fire:** Conditions exist for routine RX operations.	• Fire Season Preparation Review/Update all annual agreements, plans, guides, pocket cards and necessary operational paperwork for the upcoming Fire Season. • Update programs/software and prepare for fire season. (WIMS, ROSS, IQCS, Firestat, Wildcad) • Communications Systems operational (Radio, Email, phone system, Voiceprint, cell phones, pagers). • Fire Personnel Preparation training, fitness, equipment prep & utilization. • Prepare work plans, safety plans, project work, RX prep. • WIMS/NFDRS activated/calibrated/ monitored. Annual weather station maintenance completed.

PREPAREDNESS LEVEL 2:

PREP LEVEL	DESCRIPTION	RECOMMENDED ACTIONS
2	**DRC Area:** **NFDRS Adjective rating:** Majority of the DRC Areas weather stations indicate MODERATE to HIGH **Staffing Levels:** Majority of the DRC Areas weather stations indicate 2-3 **ERC** (DRC SIG "G"): 46 – 55 **BI** (DRC SIG "F"): 24 – 32 **WEATHER:** No adverse Fire Weather conditions exist as related to: Lightning Activity Level (LAL); Haines Index; and Red Flag Weather Warnings and Watches. **Fire Activity Levels:** **Local**: A – B size class fires occurring. Potential exists for escapes to larger fires **National**: minimal fire activity **Resource Committed:** DRC area resources sufficient. Minimal commitment of DRC area resources locally or nationally. **Resource Available:** **Local**: adequate for current & predicted conditions **National**: adequate for current & predicted conditions **Prescribed Fire:** Conditions and resources adequate for routine RX operations.	**All actions at PL 1 are addressed and implemented.** • Evaluate fire occurrence and fire behavior activity. • Begin taking live fuel moisture readings and submit to DRC for posting. • Evaluate availability of DRC area resources for "out-of-area" response. • Evaluate support needs in dispatch and IMT3 organizations. • DRCG/DRC area Fire Management has Bi-Monthly conference calls. (or as needed) May determine a need for more frequent communications. • Aerial detection flights, as needed. • Alert Interagency Public Affairs of need for media releases concerning fire activity or prevention messages. • Prescribed fire prescriptions reviewed daily.

PREPAREDNESS LEVEL 3:

PREP LEVEL	DESCRIPTION	RECOMMENDED ACTIONS
3	**DRC Area:** **NFDRS Adjective rating:** Majority of the DRC Areas weather stations indicate HIGH to VERY HIGH **Staffing Levels:** Majority of the DRC Areas weather stations indicate 3 **ERC** (DRC SIG "G"): 56 - 74 **BI** (DRC SIG "F"): 33 - 80 **WEATHER:** Adverse Fire Weather conditions exist as related to: Lightning Activity Level (LAL); Haines Index; and Red Flag Weather Warnings and Watches. **=** **Fire Activity Levels:** **Local**: Potential for "C" size class fires or larger fires exists. Lightning activity may produce multiple start fire days. Incidents occurring require a major commitment of DRC area resources. **National**: RMA and National PL at 3+ **Resource Committed:** Incidents occurring require a major commitment of DRC area resources. Majority of the DRC area resources are committed internally and externally. The potential exists for ordering additional resources through dispatch channels. **Resource Available:** **Local**: Minimal to inadequate for current & predicted conditions **National**: adequate number of resources available **Prescribed Fire:** RX conditions minimal (excluding high elevation areas) and additional resources required for RX operations.	**All actions at PL 1 - 2 are addressed and implemented.** • DRCG/DRC area fire management activate weekly conference calls (or as needed) • Prepare for activation of DRC expanded dispatch, as needed. • Alert IMT3 organizations of current situation and possible on-call response timeframes. • DRC fire restriction graphs updated/posted on DRC Web Site weekly • Evaluate DRC area fire restriction and closure criteria review. • Prepare severity requests, as needed • Limit DRC resource availability allowed for external DRC area assignments. • Pre-positioning of suppression resources, as needed. • Aerial detection flights daily if lightning activity. • Obtain weather and fire severity outlooks from NWS and RMACC predictive services website. • New prescribed burning and Fire Used for resource benefit operations require interagency coordination. Prescribed fires and fire use fires progress evaluated daily.

PREPAREDNESS LEVEL 4:

PREP LEVEL	DESCRIPTION	RECOMMENDED ACTIONS
4	**DRC Area:** **NFDRS Adjective rating:** Majority of the DRC Areas weather stations indicate VERY HIGH to EXTREME **Staffing Levels:** Majority of the DRC Areas weather stations indicate 4 or 5 **ERC** (DRC SIG "G"): 75 - 87 **BI** (DRC SIG "F"): 81 - 124 **WEATHER:** Increased adverse Fire Weather conditions as related to: Lightning Activity Level (LAL); Haines Index; and Red Flag Weather Warnings and Watches. 7 day weather predictions do not call for any immediate relief. **Fire Activity Levels:** **Local**: One or more Type I, II, or III incidents occurring within the DRC area. Lightning activity may produce multiple start fire days. **National**: RMA and National PL at 3+ **Resource Committed:** Incidents occurring require a major commitment of DRC area and external resources. Ordering additional resources through dispatch channels. Heavy commitment of resources locally and nationally. **Resource Available:** **Local**: minimal to no additional resources available for current & predicted conditions Order external resources for current & predicted conditions **National**: Competition for resources exists. **Prescribed Fire:** RX conditions minimal (excluding high elevation areas) and additional resources required for RX operations.	**All actions at PL 1 - 3 are addressed and implemented.** • DRCG activate daily conference calls (or as needed by agreement) • DRC MAC Group activated, as needed. DRC MAC establishes communications and coordination with RMCG MAC group, and county Sheriff's. • SJPL fire management conference calls held weekly (or as needed by agreement). • IMT3 organizations on 4 hour call. • DRC expanded dispatch organization implemented • Implement fire restrictions per guidelines. assemble interagency public information team. • Evaluate discontinuing the release of DRC resource availability allowed for external DRC area assignments. • Evaluate availability of resources. • Request "severity funding". • May order and pre-position preparedness resources. • Consider suspending new prescribed burning. Fire used for resource benefit operations require interagency coordination. Prescribed fires and fire use fires progress evaluated daily.

PREPAREDNESS LEVEL 5:

PREP LEVEL	DESCRIPTION	RECOMMENDED ACTIONS
5	**DRC Area:** **NFDRS Adjective rating:** All DRC Areas weather stations indicate VERY HIGH to EXTREME **Staffing Levels:** All DRC Areas weather stations indicate 5 **ERC** (DRC SIG "G"): 88 + **BI** (DRC SIG "F"): 125 + **WEATHER:** Significant adverse Fire Weather conditions exist as related to: Lightning Activity Level (LAL); Haines Index; and Red Flag Weather Warnings and Watches. 7 - 14 day weather predictions do not call for any immediate relief. **Fire Activity Levels:** **Local**: Multiple Type I, II, or III incidents occurring within the DRC area. Lightning activity producing multiple start fire days. **National**: RMA and National PL at 4+ **Resource Committed:** All DRC resources committed to incidents or preparedness activities. Ordering additional resources through dispatch channels. Heavy commitment of resources nationally. **Resource Available:** **Local**: DRC resources inadequate for current & predicted conditions. Order external resources. **National**: Competition for resources exists. Resource requests take 24+ hours to fill. **Prescribed Fire:** RX conditions suspended (excluding high elevation areas).	**All actions at PL 1-4 are addressed and implemented.** • All available resources are pre-positioned and ready for response. • IMT3 organizations on 2 hour call. • Discontinue release of all resources for out of area assignments. • DRCG evaluate situation and implement any needed action items to address current and predicted situation. • Consider opening a Mob/Demob facility. (Or use an existing fire ICP.) • Order FAST "Fire and Aviation Safety Teams" as needed. • Suspend new prescribed burning. Fire used for resource benefit operations require interagency coordination; fires used for resource benefit fires progress evaluated daily.

DURANGO COORDINATING GROUP MULTI-AGENCY COORDINATING (MAC) GROUP DECISIONS

Durango Coordinating Group - MAC decisions affecting Durango Coordinating Group agencies and/or providing management guidance will be included in the Durango Incident Management Situation Report, Priority listing of incidents.

MOBILIZATION PROCEDURES FOR MILITARY ASSETS AND INTERNATIONAL ASSIGNMENTS

NATIONAL GUARD

The National Guard has helicopters, equipment and personnel that are available to help with fire suppression on federal and state lands. The National Guard units may be ordered through the state for state incidents or RMC for federal incidents.
Commercial sources must be exhausted or not immediately available during times when there is a threat to life and property, prior to activation of Guard units for federal fires.

In the event that an interagency incident occurs on state lands In the DRC area the local state contact will contact the Colorado State Fire Duty Officer, who shall make contact with their respective Guard units.

To activate the National Guard units for fire incidents occurring on state or federal lands within the DRC area, DRC will contact RMC.

National Guard Liaison Officer will be mobilized with the guard on all federal incidents.
Reference Interagency Incident Business Management Handbook, for specific procedures.

Dispatch Forms

Resource Order Form

Food Service Request Form

Passenger and Cargo Manifest Form

Aircraft Flight Request/Schedule Form

Preparedness/Detail Request Form

Length of Assignment Extension Requirements Form

Spot Weather Forecast Request

Incident Replacement Requisition

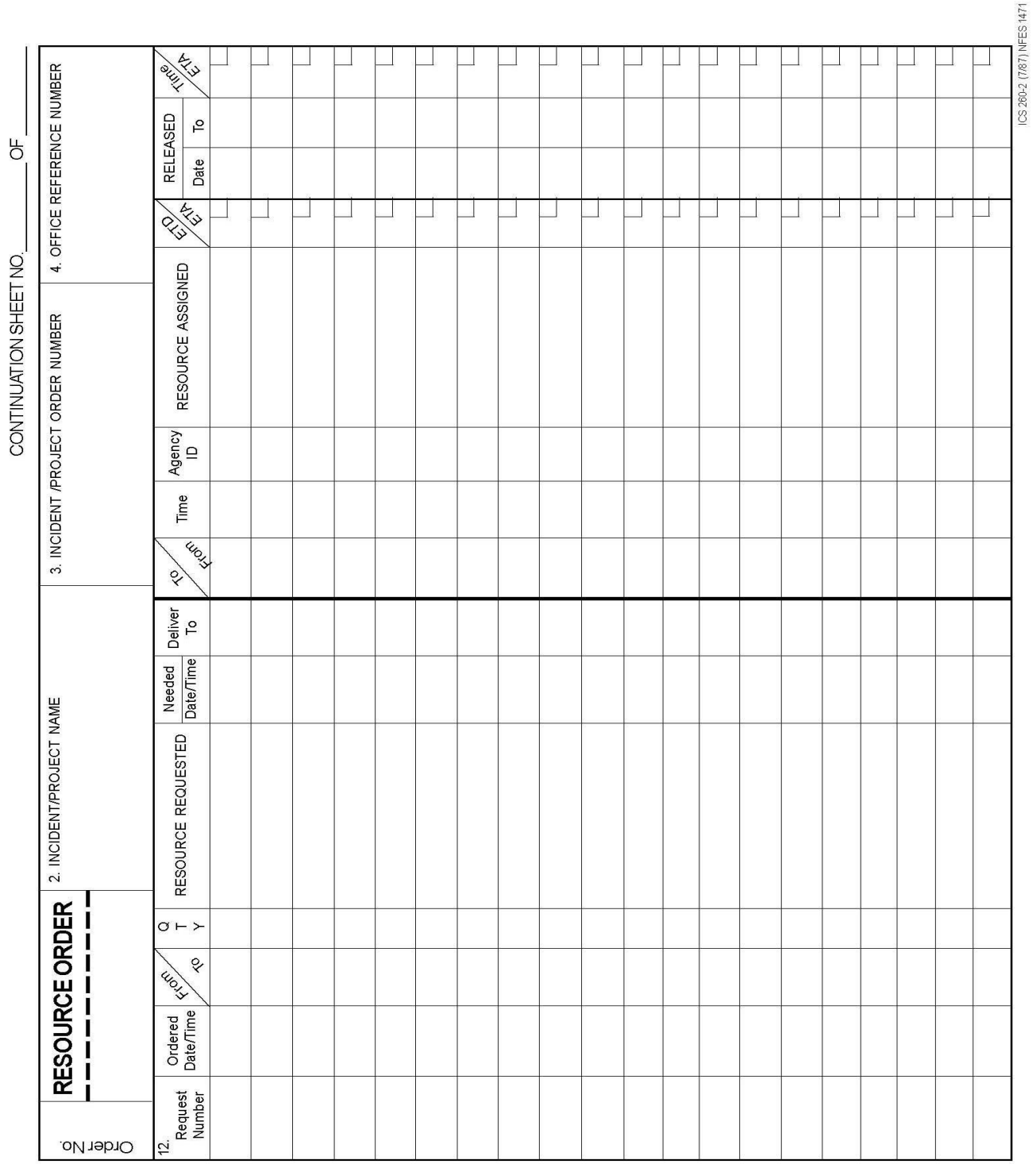
Safenet

Safecom

Infrared Scanner Form

Incident Status Summary (ICS-209) Form

Resource Order Form



Food Service Request Form

Incident Name:_____ Management/Fiscal Code:_____

Resource Order No._____ Request No._____ Date:_____

I. Requested Date, Time, Meal Types, and Number of Meals

1. Requested Date and Time for first meal, Date:_____ Time:_____
2. Estimated numbers for the first three meals

1st meal:_____ [ ] Hot Breakfast [ ] Sack Lunches [ ] Dinner
2nd meal:_____ [ ] Hot Breakfast [ ] Sack Lunches [ ] Dinner
3rd meal:_____ [ ] Hot Breakfast [ ] Sack Lunches [ ] Dinner

3. Fresh Food Boxes (AICC Only): _____

This Block for NICC / AICC Use Only.

Actual agreed upon Date/Time first meals are to be served: Date:_____ Time:_____

(Minimum guaranteed payment is based on these estimates, see Section G2.2):

1st meal:_____ [ ] Hot Breakfast [ ] Sack Lunches [ ] Dinner
2nd meal:_____ [ ] Hot Breakfast [ ] Sack Lunches [ ] Dinner
3rd meal:_____ [ ] Hot Breakfast [ ] Sack Lunches [ ] Dinner

II. Location

Reporting location:_____
Incident Contact person:_____
Contracting Officer's Technical Representative:_____
Food Unit Leader:_____

III. Support Information for Contractors

Nearest authorized potable water source: _____

The benefiting unit is responsible for providing the following services:

1. Gray water removal
2. Potable water
3. Department of Health notified (optional)

Incidents requesting additional potable water tenders, gray water tenders, handwash stations, or refrigerated units must assign new request No. for each additional resource ordered.

IV. Estimated Incident Duration and Needs

1. Anticipated Duration of Incident: _____
2. Anticipated Peak Number of Personnel at Incident: _____
3. Spike Camps? [ ] Yes [ ] No, Number:____, No. of meals per camp per day:_____

V. For Additional Information

Contact:_____ Telephone:_____
GACC:_____ Telephone:_____

Passenger and Cargo Manifest Form

STANDARD FORM 245 (6-77) Prescribed by USDA FSM 5716 USDA MP9400.51B	**PASSENGER AND CARGO MANIFEST**	NO. OF PASSENGERS ON THIS PAGE _____	PAGE ___ OF___
ORDERING UNIT	PROJECT NAME	PROJECT NO	
NAME OF CARRIER	MODE OF TRANSPORTATION & ID. NO.	PILOT OR DRIVER	
CHIEF OF PARTY	REPORT TO	IF DELAYED. CONTACT	

DEPARTURE		INTERMEDIATE STOPS			DESTINATION	
PLACE	ETD	ETA	PLACE	ETD	ETA	PLACE

PASSENGER AND OR CARGO NAME	M	F	PASSENGER WEIGHT	CARGO WEIGHT	DUTY ASGMT IF APPLICABLE	HOME UNIT
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						
21.						
22.						

SIGNATURE OF AUTHORIZED REPRESENTATIVE	DATE

245-101

Aircraft Flight Request/Schedule Form

United States
Department of the Interior
Bureau of Land Management

AIRCRAFT FLIGHT REQUEST/SCHEDULE

Change #:

6. Aircraft Info

FAA N#:

1. Initial request information

Cost-Accounting Management Code(s):

Billee Code (OAS A/C only):

Flight Schedule No.

Pax Seats

Initial Date/Time:

To/From:

Phone Number:

Make/Model:

Check one: _ Point-to-Point _ Mission Flight Desired A/C Type: _Helicopter _ Airplane

Color:

Mission Objective/Special Needs:

Vendor:

Phone No.:

Pilot(s):

2. Passenger/Cargo Information – **Indicate Chief of Party with an asterisk (*)**

Name/Type of Cargo (last name, initial)	LBS or CU ft	Project Order/Request No.	Dept Arpt	Dest Arpt	Return to	Name/Type of Cargo (last name, initial)	LBS or CU ft	Project Order/Request No.	Dept Arpt	Dest Arpt	Return to

3. Flight Itinerary (For Mission-Type Flights, Provide Points of Departure/Arrival and Attach Map with Detailed Flight Route and Known Hazards Indicated)

DEPART WITH		DEPART FROM			Enroute	ARRIVE AT			DROP OFF		Key Points	Info Relayed
Date	No. PAX	Lbs	Airport/ Place	ETD	ATD	ETE	Airport/ Place	ETA	ATA	No. PAX	Lbs	Drop-Off Points, Refueling Stops, Flight Check-ins, Pickup Points	To/From
						+							/
						+							/
						+							/
						+							/
						+							/
						+							/
						+							/

4. Flight Following:

_ FAA IFR _ Satellite
_ FAA VFR w/ check-in every ___ Minutes to _ FAA or _ Agency
_ Agency VFT with check-in via radio every ___ Minutes
Frequencies: ___

5. Method of Resource Tracking:

_ Phone _ Radio
_ To Scheduling Dispatcher@
_ Prior to Takeoff _ Each Stop Enroute
_ Arrival at Destination
_ To: _____ @ _____
(0ther Office) (Phone Number)

7. Administrative
Type of Payment Document:

_ OAS-23 or _ OAS 2
_ FS 6500-122
Other:
Route Document To:

8. Review (if applicable)

_ Hazard Analysis Performed
_ Dispatch/Aviation Mgr. Checklist
_ Other:

9. Close-out
Closed by:

Date/Time: /

HAZARD ANALYSIS AND DISPATCH/AVIATION MANAGER CHECKLIST

I. MISSION FLIGHT HAZARD ANALYSIS (fire flights exempt provided a pre-approved plan is in place). The following potential hazards in the area of operations have been checked, have been identified on flight itinerary map, and will be reviewed with Pilot and Chief-of-Party prior to flight:

- ☐ Military Training Routes (MTRs) or Special-Use Airspace (MOAs, Restricted Areas, etc.)
- ☐ Areas of high-density air traffic (airports); Commercial or other aircraft
- ☐ Wires/transmission lines; wires along rivers or streams or across canyons
- ☐ Weather factors: wind, thunderstorms, etc.
- ☐ Towers and bridges
- ☐ Other aerial obstructions:
- ☐ Pilot flight time/duty day limitations and daylight/darkness factors

  SUNRISE: _____

  SUNSET: _____
- ☐ Limited flight following communications
- ☐ High elevations, temperatures, and weights:

  MAX LANDING ELEV (MSL): _____

  MIN. FLIGHT ALTITUDE AGL: _____
- ☐ Transport of hazardous materials
- ☐ Other: _____

  _____

II. DISPATCHER/AVIATION MANAGEMENT CHECKLIST

- ☐ Pilot and aircraft carding checked with source list and vendor; carding meets requirements;
- ☐ OR, Necessary approvals have been obtained for use of uncarded cooperator, military, or other-government agency aircraft and pilots
- ☐ Check with vendor that an aircraft with sufficient capability to perform mission safely has been scheduled
- ☐ Qualified Aircraft Chief-of-Party has been assigned to the flight (noted on reverse)
- ☐ All DOI passengers have received required aircraft safety training;
- ☐ OR, Aviation manager will present detailed safety briefing prior to departure;
- ☐ Bureau Aircraft Chief-of-Party will be furnished with a Chief-of-Party/Pilot checklist and is aware of its use
- ☐ Means of flight following and resource tracking requirements have been identified
- ☐ Flight following has been arranged with another unit if flight crosses jurisdictional boundaries and communications cannot be maintained
- ☐ Flight hazard maps have been supplied to Chief-of-Party for nonfire low-level missions
- ☐ Procedures for deconfliction of Military Training Routes and Special-Use Airspace have been taken
- ☐ Chief-of-Party is aware of PPE requirements.
- ☐ Cost analysis has been completed and is attached
- ☐ Other/Remarks:

III. APPROVALS

Note: Reference Handbook 9420 for approval(s) required.

A. MISSION FLIGHT: HAZARD ANALYSIS PERFORMED BY:

_____
Chief-of-Party Signature

B. MISSION FLIGHT: HAZARD ANALYSIS REVIEWED BY:

_____
Dispatcher Or Aviation Manager Signature Required

C. IF NON-FIRE, ONE-TIME (NON-RECURRING), SPECIAL-USE MISSION, SIGNATURE OF LINE MANAGER IS REQUIRED **:

_____ **DATE:** _____

D. THIS FLIGHT IS APPROVED BY (Authorized Signature):

_____ **DATE:** _____

*** For recurring Special-Use Missions, signature is required on Special-Use Air Safety Plan, and not required here.*

Preparedness/Detail Request Form

PREPAREDNESS/DETAIL REQUEST

ATTACHMENT TO RESOURCE ORDER NUMBER:_____
REQUEST NUMBER /S/: _____

1. POSITION(S): _____NUMBER OF PERSONS REQUESTED:_____
2. MINIMUM "RED CARD" RATING: _____
3. EMPLOYMENT STATUS : ☐ REGULAR FEDERAL AGENCY ☐ A.D. OTHER: _____
4. AGENCY UNIFORM: ☐ YES ☐ NO FIRE RESISTANT CLOTHING: ☐YES ☐NO
5. DRIVERS LICENSE NEEDED: ☐YES ☐NO ENDORSEMENT: _____
6. GOVERNMENT VEHICLE: ☐ YES ☐NO TYPE:_____
7. PRIVATE VEHICLES AUTHORIZED: ☐YES ☐]NO NUMBER: _____
8. RADIOS NEEDED: ☐YES ☐NO TYPE: _____ NUMBER: _____
9. REQUESTING UNIT'S ELECTRONIC TECHNICIAN'S NAME: _____
   TELEPHONE: _____
10. LENGTH OF DETAIL: _____THROUGH: _____
11. ESTABLISHED WORKWEEK: _____
    HOURS OF DUTY: _____
    OVERTIME AUTHORIZED: ☐ YES ☐NO.
    AUTHORIZATION NUMBER: _____
12. PERSONNEL MAY BE ROTATED: ☐YES ☐NO HOW OFTEN: _____
    ROTATION PAID BY: _____
13. BASE SALARY PAID BY: _____
    TRAVEL PAID BY: _____PER DIEM PAID BY:_____
14. EQUIPMENT USE MILEAGE PAID BY:_____
15. REQUESTING UNIT'S ELECTRONIC ADDRESS: _____
16. REQUESTING UNIT'S ESTIMATED TOTAL COST: _____
17. REQUESTING UNIT'S PERSONNEL OFFICER: _____
    TELEPHONE:_____
18. REQUESTING UNIT'S FINANCE OFFICER: _____
    TELEPHONE: _____
19. TEMPORARY DUTY STATION: _____
    ADDRESS / PO BOX:_____
    TELEPHONE:_____
20. GOVERNMENT LODGING: ☐ YES ☐ NO MESS HALL: ☐ YES ☐ NO.
    GOVERNMENT COOKING FACILITIES ONLY: ☐ YES ☐ NO
    COMMERCIAL LODGING: ☐ YES ☐ NO. RATE: _____ MEALS: ☐ YES ☐ NO.
21. NEAREST COMMERCIAL AIRLINE CITY: _____
22. REMARKS: _____
_____
_____
_____

7/22/2004

Length of Assignment Extension Requirement Form

DOCUMENTATION OF LENGTH OF ASSIGNMENT EXTENSION REQUIREMENTS

Documentation of any type of assignment extension should include the following:

I. **Resource Name**: _____

Position/Type of Resource: _____

II. **Length of Extension:** _____

III. **Rationale for Extension (Circle all that apply):**

Life and property threatened.

Suppression objective(s) are close to being met.

Replacement Resources are not available (Unable to Fill)

Other: _____
_____

IV. **Recommendation**

Incident Supervisor (of resource to be extended), Title, and Signature

_____

V. **Approval Signatures / Date**

Resource (to be extended): _____

Incident/Area Commander: _____

Hosting GACC: _____

Home Unit Supervisor: _____

Sending GACC: _____

NICC (if National Resource):_____

Spot Weather Forecast Request – Can be completed on line.

(http://spot.nws.noaa.gov/cgi-bin/spot/spotmon?site=gjt)

GRAND JUNCTION SPOT FORECAST REQUEST

Required Elements in RED (*)

PROJECT NAME

(*)Project Name:

○ Wildfire ○ WFU ○ HAZMAT

◉ Prescribed Fire ○ SAR

Ignition Time: ◉ Mountain Local Time

Date:

REQUESTING AGENCY

(*)Requesting Agency:

(*)Requesting Official:

(*)Phone Number: Ext.

FAX Number:

Contact Person:

REASON FOR SPOT FORECAST REQUEST

(*)Must choose either Wildfire or one of the Non-Wildfire reasons

○ **Wildfire**

Non-Wildfire

○ Under the Interagency Agreement for Meteorological Services (USFS, BLM, NPS, USFWS, BIA).

○ State, tribal or local fire agency working in coordination with a federal participant in the Interagency Agreement for Meteorological Services.

○ Essential to public safety, e.g. due to the proximity of population centers or critical infrastructure.

For NWS Spot forecast policy, see section 4.0 in NWS Instruction 10-401 at http://www.nws.noaa.gov/directives/010/010.htm

LOCATION

(*)Lat:

(*)Lon:

7.5' Quad:

Legal (T/R): ◉ CO ○ UT

(*)Elevation: Top Bottom

Drainage:

(*)Aspect:

Size: (Acres)

FUEL

Type:

Sheltering

○ Full

○ Partial

○ Unsheltered

*Enter Lat/Lon, Legal(T/R) also acceptable.

OBSERVATIONS

Place	Elev	Time	Wind	Temp	Wetbulb	RH	Dewpt.	Sky/Weather

PRIMARY FORECAST ELEMENTS

TDA TNT TMR (Today, Tonight, Tomorrow)

- ☐ ☐ ☐ Clouds / Weather
- ☐ ☐ ☐ Temperature
- ☐ ☐ ☐ Relative Humidity
- ☐ ☐ ☐ 20-FT Winds
- ☐ ☐ ☐ Smoke Dispersion
- ☐ ☐ ☐ Clearing Index (UT only)
- ☐ ☐ ☐ Haines Index
- ☐ ☐ ☐ LAL (UT only)
- ☐ ☐ ☐ Mixing Height
- ☐ ☐ ☐ Transport Winds

REMARKS

Submit Request | Cancel Request | Clear Form

NOTICE: Information provided on this form may be used by the National Weather Service (NWS) for official purposes in any way, including public release and publication in NWS products. False statements on this form may be subject to prosecution under the False Statement Accountability Act of 1996 (18 U.S.C. § 1001) or other statutes.

Incident Replacement Requisition

Incident Order Number	**Issue Number (for cache use)**
Incident Name	**Accounting/Management Code**
Agency Billing Address Name	**Agency Shipping Address Name**
Unit Name	**Unit Name**
Billing Address	**Address (do not use P.O. Box)**
City State Zip	**City State Zip**
Authorized By Title	**Person Ordering Title**
Telephone Number (include area code)	**Telephone Number (include area code)**
Date and Time Ordered	**Date and Time Order Required**

Request Number	**NFES Number**	**Quantity**	**Unit of Issue**	**Item Description**

SafeNet – Can be completed on line. **(http://safenet.nifc.gov/safenet.nsf/MainTopic?OpenForm)**

SAFENET

Wildland Fire Safety and Health Network

SAFENET

REPORTED BY

Name (optional)_____ Phone _____

Agency/Organization _____ Date Reported _____

EVENT

Date and Time _____ Jurisdiction/Local Unit _____

Incident Name & Number _____ State _____

Incident Type	Incident Activity	Stage of Incident
☐ Wildland	☐ Line	☐ Initial Attack
☐ Prescribed	☐ Support	☐ Extended Attack
☐ Wildland Fire Use	☐ Transport to/from	☐ Transition
☐ All Risk	☐ Readiness/Preparedness	☐ Mop Up
☐ Training		☐ Demobe
☐ Fuel Treatment		☐ Non-Incident
☐ Work Capacity Test		☐ Other

Position Title _____

Task _____

Management Level _____

Resources Involved _____

CONTRIBUTING FACTORS

☐ Fire Behavior ☐ Environmental ☐ Communications
☐ Human Factors ☐ Equipment ☐ Other (Explain Below)

Other:

NARRATIVE

Describe in detail what happened including the concern or potential issue, the environment (weather, terrain, fire behavior, etc), and the resulting safety/health issue. If more room is required, write on a separate piece of paper and include it with this form.

PMS 405-2 (2/02) NFES 2633

SafeCom – Can be completed on line. **(https://www.safecom.gov/entry.asp)**

Safety Communiqué Form

AMD-34 / FS 5700-14

SAFECOM Aviation Safety Communique'	**REPORTED BY: (optional)** **Name**: **E-Mail**: **Phone**: **Cell Phone**: **Pager**: **Organization**: **Organization Other**: **Date Submitted**: mm/dd/yyyy

EVENT			
Date: mm/dd/yyyy	**Local Time:** hhmm	**Injuries:** Y/N	**Damage:** Y/N
State:	**Location:** (Airport, City. Lat/Long or Fire Name)		
Operational Control: **Agency:** **Region:** **Unit:**			

MISSION (* see look-up tables)		
Type: *	Other:	
Procurement: *	Other:	
Persons Onboard:	Special Use: Y/N	Hazardous Materials: Y/N
Departure Point:	Destination	

AIRCRAFT (* see look-up tables)			
Type: *	Tail #	Manufacturer: *	Model:
Owner/Operator:		Pilot:	

NARRATIVE: (A brief explanation of the event)

CORRECTIVE ACTION: (What was done to correct the problem)

Infrared Aircraft Scanner Request Form. Request MUST be completed on line.

(http://nirops.fs.fed.us/rcr/scanner/)

INFRARED AIRCRAFT SCANNER REQUEST

Incident# & Project#: **BLM#:** **A#**

Incident Name:		Date/Time:	
Ordering Unit:		Telephone #:	
Local Dispatch:		Telephone #:	
GACC:		Telephone #:	
National IR Coord:		Telephone #:	(208) 387-5381
		FAX #	
		Cell #	(208) 859-4475
Regional IR Coor:		Telephone #:	( )
		FAX #:	( )
		Cell #	( )
IR Interpreter Ordered:	☐ YES ☐ NO	Telephone #	( )
IR Interpreter Assigned:		Cell #	( )
Location: Motel		Motel #	( )
Office or ICP		FAX #	( )
SITL Name and Location:		Telephone #:	( )

Incident Elevation (AVG):	Feet MSL	Approximate Size:	Acres
Weather Over The Incident:			
Delivery Point:		Alt. Delivery Pt:	
Delivery type:	☐ Land Aircraft ☐ Air Drop	☐ Scanned file (give email address or ftp site in box below)	
Delivery time:			
Delivery point weather:			

Radio Frequencies

Local admin. Unit	Tx: Mhz	Tone:	Rx: Mhz	Tone:
Alternative Freq	Tx: Mhz	Tone:	Rx: Mhz	Tone:
Air Tactical Group Supervisor	Tx: Mhz	Tone:	Rx: Mhz	Tone:

Incident Location from 2 VORs: **(Degrees)** **(nautical miles)**

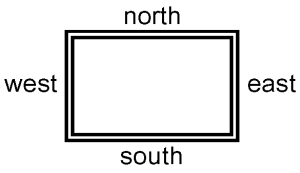
VOR:		**Azimuth:**		**Distance:**	
VOR:		**Azimuth:**		**Distance:**	

Mission Objective and Description:

LATITUDE/LONGITUDE INFORMATION NEEDED FOR EACH MISSION

Mapping Block

NORTH		
SOUTH		
EAST		
WEST		



Incident Status Summary (ICS-209)

1: Date	2: Time	3: Initial | Update | Final	4: Incident Number	5: Incident Name

6: Incident Kind/Strategy	7: Start Date Time	8: Cause	9: Incident Commander	10: Incident Command Organization	11: State-Unit

12: County	13: Latitude and Longitude Lat: Long: Ownership at Origin:	14: Short Location Description (in reference to nearest town):

15: Size/Area Involved	16: % Contained or MMA	17: Expected Containment Date:	18: Line to Build	19: Estimated Costs to Date	20: Declared Controlled Date: Time:

21: Injuries this Reporting Period:	22: Injuries to Date:	23: Fatalities	24: Structure Information

25: Threat to Human Life/Safety: Evacuation(s) in progress ---- No evacuation(s) imminent -- Potential future threat -------- No likely threat ----------	Type of Structure	# Threatened	# Damaged	# Destroyed
	Residence			
	Commercial Property			
	Outbuilding/Other			

26: Projected incident movement/spread in 12, 24, 48 and 72 hour time frames:

12 hours:

24 hours:

48 hours:

72 hours:

27: Values at Risk: include communities, critical infrastructure, natural and cultural resources in 12, 24, 48 and 72 hour time frames:

12 hours:

24 hours:

48 hours:

72 hours:

28: Critical Resource Needs (amount, type, kind, and number of operational periods in priority order in 12, 24, 48 and 72 hour time frames): **ex. 3 CRW1 (4); 1 HEL1 (5);**

12 hours

24 hours:

48 hours:

72 hours:

29: Major problems and concerns (control problems, social/political/economic concerns or impacts, etc.)
Relate critical resources needs identified above to the Incident Action Plan.

30: Observed Weather for current operational period:
Wind Direction: Wind Speed (mph): Peak Gusts:
Max. Temperature: Min. Relative Humidity:

31: Fuels/Materials Involved: A drop down box with the 13 Fire Behavior Fuel Models has been added. The incident would select the predominant fuel model with the option to include additional fuels information in the text box.

32: Today's observed fire behavior (leave blank for non-fire events):

33: Significant events today (closures, evacuations, significant progress made, etc.):

34: Forecasted Weather for next operational period:
Wind Speed (mph): Temperature:
Wind Direction: Relative Humidity:

35: Estimated Control Date and Time:	36: Projected Final Size:	37: Estimated Final Cost:

38: Actions planned for next operational period:

39: For fire incidents, describe resistance to control in terms of:

1. Growth Potential -

2. Difficulty of Terrain -

40: Given the current constraints, when will the chosen management strategy succeed?

41: Projected demobilization start date:

42: Remarks:

43: Committed Resources

Agency	CRW1		CRW2		HEL1	HEL2	HEL3	ENGS		DOZR		WTDR	OVHD	Camp Crews	Total Personnel
	SR	ST	SR	ST	SR	SR	SR	SR	ST	SR	ST	SR	SR		
Total															

44: Cooperating and Assisting Agencies Not Listed Above:

Approval Information

45: Prepared by:	46: Approved by:	47: Sent to: By: Date: Time:

Revised 3/2009